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THE

FOURTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs of His Majesty's Navy.

(Dated 9th July 1806.)

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To the KING's Most Excellent MAJESTY.

The FOURTH REPORT of The COMMISSIONERS appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of HIS MAJESTY's NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into Their particular Conſideration, all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE OF FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service, and to conſider and deviſe the beſt means of carrying the ſame into execution in the moſt convenient and expeditious manner, and to report on all the Matters aforeſaid from time to time as They ſhall ſee occaſion.

NAVY OFFICE.

Conſtitution of the Navy Board in 1788.

BY the Fifth Report of the Commiſſioners appointed by Act of Parliament in the year 1785, "to enquire into the Fees, &c. of certain Public Offices; to examine "into any Abuſes which might exiſt in them; and to report ſuch Obſervations "as might occur to them for the better conducting and managing the buſineſs of "thoſe Offices," it appears, that in 1788 (when they made their Fifth Report) the Navy Board conſiſted of ſeven Commiſſioners; viz.

The Comptroller,
Surveyor,
Clerk of the Acts,
Comptroller of the Treaſurer's Accounts,
Comptroller of the Victualling Accounts,
Comptroller of the Storekeeper's Accounts,—and
One extra Commiſſioner;

Six of whom, as their titles denote, had particular and ſpecial duties allotted to them, beſides the general duty of ſuperintendence and regulation. This conſtitution of the Navy Board had then undergone very little alteration for upwards of a century, (except that the number of Commiſſioners had occaſionally varied from ſeven to ten) notwithſtanding the great encreaſe of the Navy;—the conſequence of which was, that ſeveral parts of the buſineſs allotted to the Commiſſioners, who were ſuppoſed to have ſpecial ſuperintendence over each branch of duty, were unavoidably left to Clerks, who, however honeſt and diligent, were not the perſons who could properly be conſidered reſponſible to the Public for what was done.

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Navy Board propoſed to be divided into Committees.

To remedy theſe and many other inconveniencies, (to uſe the words of the Report) it was propoſed, "That, inſtead of the Commiſſioners preſiding over diſtinct and ſepa- "rate departments, Committees ſhould be formed, amongſt whom the buſineſs ſhould "be ſo divided as to have competent Officers of each branch, with time and oppor- "tunity to examine, digeſt and conduct the part allotted to each Committee; ſubject "however ultimately to the opinion of the Board at large;" for this purpoſe, therefore, the Commiſſioners of Enquiry propoſed, that there ſhould be ten Commiſſioners of the Navy reſident in London, for conducting the buſineſs of the Navy Board, who ſhould be divided into three Committees; viz.

A Committee of Coreſpondence,—of Accounts,—of Stores.

This

Proposal for Committees adopted.

This propoſition was adopted by Your Majeſty's Order in Council, of 8th June 1796; and, according to the Plan then eſtabliſhed, the buſineſs of the Navy Board has ever ſince been carried on, and every enquiry we have made juſtifies our ſaying, that the benefit which Your Majeſty's Service has derived from this mode of conducting the buſineſs of the Navy Board, has fully anſwered the expectations which were formed of it; but we are nevertheleſs of opinion, that it is ſtill capable of further improvement.

Good effects. Appendix, Nos 13, 14 & 15.

Mode of conducting Buſineſs capable of further improvement.

The duties of the Navy Board at large, and of thoſe three Committees, are ſtated to us to be as follows:

Duties of the Navy Board.

" The duties of the Board at large are, under the direction of the Lords Commiſſioners of the Admiralty, to conſult and adviſe together how to tranſact to the beſt advantage, all affairs tending to the well-being and regulation of the Civil Eſtabliſhment of His Majeſty's Navy, and all the ſubordinate inſtruments thereof; wherein they are to proceed by common council and agreement of moſt voices;—to make contracts for naval ſtores of every kind, and attend to the proper diſtribution thereof;—to prepare all Eſtimates of the expence of the Navy:—to direct all Monies for Naval Services into the Treaſurer's hands, and to examine and certify his Accounts for the expenditure thereof."

Duties of the Committee of Correſpondence.

" The general duty of the Committee of Correſpondence is, by His Majeſty's Order in Council, bearing date 8th June 1796, to conduct the correſpondence of the Board, and all ſuch other buſineſs as may not eſpecially fall under the direction of the two other Committees. In the execution of this duty, all ſuch letters as do not obviouſly relate to the buſineſs of the other Committees are read to, and are conſidered and anſwered by the Committee of correſpondence, except in caſes of importance, in which the Committee think proper to refer them to the conſideration of the Board at large."

" It will be obvious to the Commiſſioners for reviſing the Civil Affairs of His Majeſty's Navy, that this branch of the Duty of the Committee of correſpondence requires that the Secretary's Office ſhould be placed under their direction. This department, therefore, may be firſt-named as falling under their controul."

" There are alſo ſeveral other departments of the Navy Office, which not ſeeming to fall under the direction of either of the other Committees, are under the immediate controul and ſuperintendence of the Committee of Correſpondence; of theſe the principal are the Ticket Office, the Contract Office, and the Allotment Office. In each of theſe queſtions are daily ariſing, which are referred by the chief Clerks of theſe departments reſpectively, for the opinion of the Committee, who decide upon them, unleſs they appear to be of ſufficient importance to be referred to the Board at large. Theſe departments are under the general controul of this Committee."

" But as the ſenior Surveyor of the Navy is a member of this Committee, the Surveyor's Office may alſo be conſidered as in ſome degree belonging to their direction;—in this part of the duty, however, the Committee of ſtores, of which the joint Surveyor is a member, have, for that reaſon, a concurrent juriſdiction with the Committee of Correſpondence."

Duties of the Committee of Accounts.

" The duties of the Committee of Accounts, which has four Offices under its ſuperintendance; viz.

" 1ſt.—Bills and Accounts, including " the Office for Foreign Accounts."

" 2d.—Comptroller of Treaſurer's Accounts,

" 3rd.—Seamen's wages,

" 4th.—Receiver of Fees;—

" conſiſt in the examination* of, and carrying on a very extenſive correſpondence relative to Accounts and Certificates for payment of Stores ſupplied to His Majeſty's Dock Yards;—of Accounts of Commanders in Chief and Conſuls abroad;—of Clerks of the Check, and Naval Officers at home and abroad;—of Officers employed upon the ſea ſencible, Impreſs, and Signal ſervice in Great Britain and Ireland;—of Officers commanding His Majeſty's Ships, for ſtores

* " This examination refers to the Statement of the Accounts, made in the Office, upon compariſon of the Vouchers with the Officers inſtructions, &c.—The Statement is examined article by article in the Committee; Vouchers are called for, and explanations, if neceſſary, required either from the Office or the Accountant. The Statement is then ſubmitted to the Board at large, with the Committee's obſervations, for final determination, or reference of ſuch part as may be deemed proper to the Admiralty, for their determination, in which latter caſe the Letter to the Admiralty, &c. is prepared in the Committee."

" purchaſed

" purchaſed by them of Agents employed to purchaſe Naval Stores; and a variety " of contingent Accounts from different Offices in the Naval Department; viz.

" Admiralty Office,
" Treaſurer's D°
" Navy - D°
" Marine - D°
" Slop - D°
" Inſpector of Telegraphs,
" Stationary ſupplied to the Naval Offices, binding, &c.

" They extend alſo to the inveſtigation of a variety of claims for indemnification, " for damage ſuſtained by individuals in aſſiſting His Majeſty's ſhips when in diſtreſs, " and on other occaſions for ſalvage, pilotage, head-money, freight, demurrage, and " in making ſtatements of them for the purpoſe of obtaining the Board's deciſion " thereon, and frequently of referring them to the Admiralty and Treaſury Boards; " in order to the drawing out of which ſtatements, much explanation is frequently " required from Claimants both perſonally and by letter."

" Their duty further conſiſts in ordering payments for the freight of tenders, and " other hired veſſels, and in ſtating the relative circumſtances to the Board, for ena- " bling them to inflict ſuitable mulcts, either for deficiency in their complement, or any " undue delay in their repair or refit; ſtating to the Board at large, the claims of the " Public on individuals who have failed in the performance of their contracts for " building of ſhips, &c. directing the neceſſary meaſures for the recovery of ſums " due from individuals, either for the ſupply of Stores received from His Majeſty's " Naval Arſenals or Ships, or as balances of their Accounts, or for charges diſ- " allowed therein; and furniſhing information to the Solicitor of the Navy, to enable " him to make Statements of all caſes relative to Money concerns, on which the " opinion of the Law Officers of the Crown is required."

" The entire management of whatever relates to the Signal ſtations, their erection, " repair, and the ſupplying them with neceſſaries, is alſo tranſacted in this Committee; " and all Bills of Exchange (excepting only thoſe drawn under Act of Parliament " by Officers for their pay) are examined therein, and the ſtate of the Accounts of " the Officer by whom they are drawn inſpected, before they are ordered to " be paid."

Duties of the Committee of Stores.

" The Committee of Stores has under its immediate direction and controul the " following Offices; viz.

" 1ſt.—The Office for the general buſineſs of Stores.

" 2d.—Office for comptrolling the Storekeeper's Accounts.

" 3rd.—The Slop Office, to which has recently been added the buſineſs of ſup- " plying Marine clothing, and keeping and paſſing the Accounts connected there- " with.

" The general duty of this Committee, as preſcribed by His Majeſty's Order in " Council of 8th June 1796, is, to conſider the proper quantities of Stores neceſ- " ſary to be provided for the Service in general; to direct their diſtribution, and to " take cognizance of the receipt, iſſue, remains, and returns of Stores of every " deſcription, dependent on this branch, and to tranſact the current buſineſs relative " thereto. In the execution of theſe duties, the Committee has to conſider of the " proper quantities of the principal articles of Stores annually contracted for, for " ſupplying the general wants of the Service, and for keeping up the Magazines, and " to arrange the diſtribution of the ſaid Stores among the different Yards at home and " abroad, in ſuch manner as may appear moſt advantageous to the Service, and to " propoſe to the Board the making the annual Contracts alluded to;—to correſpond " with all perſons who provide Stores of any kind, either under Contract or otherwiſe, " on all ſubjects connected with the receipt or quality of Stores, whenever the ſame " is neceſſary:—to examine the Accounts of all Stores purchaſed by Naval Officers, " or other perſons acting as Naval Storekeepers abroad; to ſee that they have had " ſufficient authority for ſo doing, and that they have made timely applications, ſo " far as circumſtances would admit, for the articles which they have been obliged to " purchaſe; to examine the demands for Stores from the Home Yards, Out Ports, and " Foreign Stations, and to take the neceſſary meaſures for ſupplying the proper ſpe- " cies and quantities, according to the beſt information which the Committee poſſeſs, " of the probable demands which are likely to be made for the Ships on each reſpective " ſtation, or according to the orders they may receive from the Lords Commiſſioners " of the Admiralty on this ſubject; to propoſe to the Board to contract for the tranſ- " portation of Stores to the Foreign Stations, when the ſame cannot be carried by the

" King's ſtoreſhips, according to the demands received from them, or when it ſhall " be deemed neceſſary from exiſting circumſtances, to ſend out additional Stores to " thoſe ſtations;—to direct from what Yards all ſtoreſhips and tranſports em- " ployed in the tranſportation of ſtores, both at home and abroad, ſhall be loaded; " to endeavour, as far as poſſible, that no improper or unneceſſary accumulation of " Stores ariſe in any of the Magazines at home or abroad, and when they do ariſe, " to cauſe diſtribution thereof to be made to other ſtations, ſo that they may be " brought into uſe in due time, or be otherwiſe diſpoſed of;—to determine on the " proportion of Sea Stores, and Rigging Warrant, for ſhips of a new claſs, or for " ſhips employed on any ſervice which require an alteration in their original eſtab- " liſhment;—to conſider of all applications from Admirals, Captains, and other " Officers, for ſuch ſtores as the Officers of the Yards may not feel themſelves " warranted to ſupply, without particular orders; or ſuch extra ſtores, as the pe- " culiar nature of the ſervice they may be going on may render neceſſary;—to deter- " mine on the caſes of all Officers who account for ſtores, whenever (on a ſtatement " of their accounts) any deficiency appears;—to ſee that the Storekeepers of the " Dock Yards, and Naval Officers, at home and abroad, as well as Storekeepers " afloat, tranſmit regular periodical Accounts of the Stores received and iſſued by " them, according to the preſcribed forms tranſmitted them for that purpoſe;— " to conſider all ſtatements of minutes, made by the chief Clerks in any of the " different offices under their charge, as to irregularities in Accounts received, " or other matters, in which they require the direction of the Committee for their " guidance. In all caſes in which the Committee deem it neceſſary, to take the " opinion or deciſion of the Board, to prepare ſuch ſtatements as may be neceſſary " for bringing the ſubject regularly under the review of the Board, accompanied " with the Committee's opinion thereon, and ſuch information on the ſubject as " they may deem neceſſary to lay before the Board."

5th Report of Commiſſioners in 1788.

Under the old conſtitution of the Navy Board, many important accounts were paſſed upon too ſlight an examination at the Board. The Reports from the Officers were framed by the head Clerks, and confirmed by the Commiſſioners preſiding over the departments to which they related, (who had very little leiſure to examine them)

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and on their initials or ſignatures the Accounts paſſed the Board, without any further inquiry:—Committees were therefore eſtabliſhed to inveſtigate and prepare them for being laid before the Board; but no power was given to the Committees to paſs Ac-

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counts finally, however correct, without the concurrence of the Board, aſſiſted by the Comptroller, or Deputy Comptroller.

The rule preſcribed could not, however, be well ſtrictly adhered to in all caſes. It has been uſual to paſs ſome Accounts without referring them to the Board; but ſtill,

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much of the time of the Committees is occupied in framing Statements of Accounts to be laid before the Board, not upon matters of intricacy and doubt, but upon thoſe

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which are plain and ſimple;—not becauſe the members have any heſitation in deciding upon the caſes before them, but becauſe they are reſtricted from ſo doing. We

Committees propoſed to have power to paſs Accounts.

would therefore propoſe, that the Committees be inveſted with power to paſs Accounts, (except thoſe of the Naval Officers abroad, the Paymaſter of Marines, and thoſe for Stores purchaſed on commiſſion, the importance of which requires that they ſhould ſtill come before the Board to be paſſed) in the ſame manner as they are now authorized to diſpatch the current buſineſs, provided the voices of the members be unanimous; but, that when there is one diſſenting voice, the caſe upon which they differ be made the ſubject of a ſpecial reference to the Board.

Whenever theſe references are made, the Committee ſhould extract, and ſubmit to the Board, thoſe parts only in the Accounts upon which a difference of opinion may have ariſen:—To make a Statement of the whole Account, containing the parts that are regular, as well as thoſe that are irregular, we conſider to be occupying the time, both of the Committee and of the Board, for no uſeful purpoſe.

Caſes of Embezzlement, &c. propoſed to be referred to the Committee of Stores.

While treating of the duties of the Committees, we muſt ſtrongly recommend that all caſes of fraud and embezzlement be referred to the Committee of Stores, (with whoſe uſual duties theſe matters are immediately connected) that Committee not having ſo great a preſſure of buſineſs as the Committee of Correſpondence, to which the care of thoſe ſubjects ſeems at preſent to be left. Fraud and embezzlement may thus be more ſtrictly inveſtigated, and means may be more deliberately taken for their prevention.

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The Commiſſioners of Naval Enquiry, in their Third Report, when ſpeaking of the arrangement of the ſeveral members of the Navy Board into Committees, ſtate their opi-

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nion that "the Public Service would be benefited if the buſineſs of each Committee "were divided, ſo that each member might have the immediate ſuperintendence of a ſe- "parate branch thereof, the general direction reſting, as at preſent, with the Committee "at large, giving to the Sea Officers, and to the Surveyors of the Navy, the Depart- "ments moſt connected with their profeſſions, and to the other members thoſe "beſt ſuited to their knowledge and ability; for beſides the advantage of individual "reſponſibility, it would afford, to active and intelligent men, an opportunity of ar- "ranging and conſolidating the duties of the ſeveral branches of the office under their "ſuperintendence, ſo as to enſure to the Public permanent and laſting benefit; but "as the Comptroller of the Navy is inveſted with a general ſuperintendance over all "the departments, and has beſides, ſpecial duties to perform, the Commiſſioners think "he ſhould not be included in this arrangement."

Although we are of opinion that great benefit would be derived from a diviſion of the labour of each Committee among the members, yet we think, that inſtead of entire branches of the office being entruſted to the immediate ſuperintendence of an indivi- dual Member, the object in view would be better attained, by certain portions of each branch being diſtributed among the individual Members of each Committee, for them to conduct. This diviſion ſhould be made by the Comptroller, with the aſſiſtance of the Deputy Comptroller, in the Committee of Correſpondence, and of the firſt Com- miſſioner in each of the Committees of Accounts, and of Stores, and approved by the Board.

Buſineſs of the Committees propoſed to be divided among the Members.

In this diſtribution of the buſineſs, care ſhould be taken to give to each Member the examination of a certain number of the periodical and other Returns and Ac- counts, tranſmitted by the Officers of Your Majeſty's Yards, and other perſons, ſo that the whole of them may come under the view and inſpection of ſome one Member of a Committee :—a duty which ought to be ſtrictly attended to; and each Mem- ber ſhould ſign his initials to the Returns, Accounts, and Papers, which he has exa- mined.

Account and Returns propoſed to be examined by the Members of the Committees.

Each Member ſhould attend to the progreſs of that portion of buſineſs aſſigned to him, and completely examine into every matter he takes in hand, particularly every Account, from the beginning to the end; by which means every ſubject brought be- fore the Committee will be more accurately inveſtigated than if a part of it were ex- amined by one Member, and a part by another.

Rule for the guidance of the Members of the Committees.

Whenever any thing, not authorized by preſcribed Regulations, or ſanctioned by eſtabliſhed cuſtom, ſhall occur, or whenever any doubts ſhall ariſe in the mind of the individual Commiſſioner to whom the examination of an Account, or the conducting of a certain portion of the buſineſs has been committed, reſpecting the propriety of any circumſtance which may come before him for inveſtigation, ſuch Commiſſioner ſhould ſubmit the ſame to the conſideration of the Committee; and in thoſe caſes which will comprehend the admiſſion of unuſual charges in Accounts, and expenditures of Stores, as well as directions for payments out of the common courſe, we propoſe that the Reſolutions of the Committee upon them be invariably ſubſcribed with the initials of the names of the Members then preſent, and that no document of this deſcription be deemed authentic without the initials of at leaſt two Members of the Committee to which it relates; but that the Clearing Bill, which is the Document by which all cath accounts are paſſed, be always ſigned, as is the preſent practice, by three Commiſſioners: We alſo recommend that the general direction, as the Commiſſioners of Naval En- quiry propoſe, ſhould be left, as at preſent, with the Committee at large.

In caſe of the abſence of one of the Members, the portion of buſineſs aſſigned to him muſt be divided amongſt the remaining Members, and whenever a change takes place in the Members of a Committee, a new diſtribution of the Buſineſs ſhould be made.

The Plan before-mentioned propoſed by the Commiſſioners of Naval Enquiry, we are fearful would, in the courſe of time, revert to the mode of conducting buſineſs which obtained previouſly to the formation of Committees, when the individual Com- miſſioner having the ſuperintendence of a particular branch, was found to place an implicit reliance upon the Report of the chief Clerk, and generally confirmed his Report without further inveſtigation: And, in caſe of the abſence of one of the Members from ſickneſs or other cauſe, inconvenience would ariſe by the other Mem- bers, whoſe attention had been confined entirely to their own particular branches, not being ſufficiently acquainted with the branch of the abſent Member to ſupply his place, an inconvenience which will be obviated by the means of acquiring knowledge in all the branches which our propoſition will afford.

The duties of the Comptroller appear to be as follows: "To preſide at the Navy "Board; to ſubmit to the conſideration of the Board any improvements in the mode of "conducting

Duties of the Comptroller.

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" conducting the buſineſs which may appear to him to be likely to prove advantageou
" to the Public Service, and, with the other Members thereof, to ſuperintend, direct an
" controul all the departments and buſineſs of the Navy Office, and the expences i
" every branch thereof, having in all caſes, when the voices of the Members of th
" Board ſhall be equal, a ſecond vote; to be a Member of each of the Committee
" of Correſpondence, of Accounts, and of Stores; and when preſent to preſid
" therein; to viſit Deptford and Woolwich Yards occaſionally, and more diſtant Yard
" when neceſſary; to attend the Treaſury, Admiralty, and the great Officers of Stat
" when required; to perform all Secret Services, and to enter into ſuch Contracts a
" may be neceſſary for the due execution thereof; and after the Secret Service ſha
" have been performed, to communicate his orders and proceedings in conſequence t
" the Board, for their concurrence."

Admiralty Order, 17th Auguſt 1795.

By the preſent conſtitution of the Navy Board, the Comptroller is conſidered t

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belong to and preſide at every Committee; and although we are of opinion that th Comptroller ſhould have the general ſuperintendence of every branch of the Nav Office, and ſhould overlook the proceedings of the Committees whenever he think proper, and can ſpare time from ſuperior objects of his attention; yet the extent of th duties which he has to perform muſt unavoidably prevent his being able to preſide a every Committee ſo frequently as would be neceſſary to enable him to ſuperintend with effect, the buſineſs conſtantly carrying on therein.

Deputy Comptroller and Firſt Commiſſioner of Committees propoſed to ſuperintend the Buſineſs in their reſpective Committees.

We therefore recommend that the Deputy Comptroller in the Committee o Correſpondence, the firſt Commiſſioner in the Committee of Accounts, and the firſ Commiſſioner in the Committee of Stores, ſhould have the ſuperintendence an direction of the buſineſs tranſacted therein; but that in caſes of importance or com plication, the preſent practice ſhould be continued of having recourſe to the advic and authority of the Comptroller, or of bringing them before the Board for their fina deciſion, as the nature of the caſes may require. In the former caſe, the preſence o the Comptroller ſhould be noticed in the Minutes; in the latter the deciſion ſhould b ſigned by three Commiſſioners, of whom one ſhould be the Comptroller or Deput Comptroller, and entered in the Minutes of the Board.

By Your Majeſty's Order in Council, of 8th June 1796, when either of the Mem bers of the Committees is abſent, "the ſignature of the Comptroller, or in hi " abſence, of the Deputy Comptroller is required, in order to give effect to an " Order or other Paper iſſued by ſuch Committee; and if it ſhould happen tha " two of the Members of a Committee ſhould be abſent at the ſame time, a Membe " of ſome other Committee is to ſupply the third place."

How to proceed when one Member of the Committee is abſent.

Although in the event of two Members of a Committee being abſent at the ſam time, we ſee the propriety of the ſignature of the Comptroller or Deputy Comptrolle being required, to give effect to any of the acts of that Committee, yet while two o its Members remain, we think that every end would be anſwered by allowing th place of the third to be ſupplied by the Member of ſome other Committee, inſtead o requiring the ſignature of the Comptroller or Deputy Comptroller, to give effect to al Orders or Papers iſſued by ſuch Committee; and indeed, we underſtand that a ſtric adherence to the rule at preſent preſcribed has been found impracticable.

Appendix, N°s 13 & 15.

Page 62.

The Commiſſioners of Naval Enquiry, in their ſixth Report, recommend tha " the Member firſt ſigning the Warrants of the Navy Board, be held reſponſible fo " their contents being in conformity to the intention of the Board."

As the reſponſibility which this regulation would impoſe upon the Member firſ ſigning the Warrant or other order, might create a deſire in every Member to throw off that reſponſibility from himſelf, we recommend that the junior Member of th Board, and alſo the junior Member of each Committee, ſhould be held reſponſibl for the contents of all orders and letters being in conformity to the intention of th Board or Committee.

Junior Members propoſed to be reſponſible for the correctneſs of Orders.

We find that it has been the practice for the junior Member of the Committee o correſpondence when not abſent, attending the Pay Office, to read every Order whic paſſes through that Committee; the ſame regulation may therefore with advantage b introduced into the Board, and other Committees.

Appendix, N° 15.

Sixth Report, page 62.

The Commiſſioners of Naval Enquiry further propoſe, that, " as far as circum " ſtances will admit, each Member ſhall ſign the Warrant that may have relation t " the particular branch of the Office placed under his immediate ſuperintendence.

Each Member to ſign the Order relating to the Buſineſs given to him to conduct.

The only deviation from this recommendation which we have to propoſe, ariſes fro our having recommended, that inſtead of certain branches of the Office, certain por tions of the buſineſs of each branch ſhould be placed under the conduct of eac Commiſſioner, which makes it neceſſary to recommend that, as far as circumſtance wi

will admit, each Member ſhould ſign the order that may have relation to the particular portion of buſineſs placed under his immediate ſuperintendence.

The Minutes of the ſeveral Committees are regularly read at the general Boards, which are held twice a week, and we ſtrongly recommend a continuance of this practice, as well for the purpoſe of receiving the approval of the Board, as to afford to every individual Member the opportunity of having a general knowledge of every thing that paſſes in the ſeveral Committees, and of bringing into diſcuſſion any tranſaction of a Committee which may appear to him objectionable, or to require further elucidation; but theſe Minutes have been found to be in general deficient in a material point, they have not contained the reaſons upon which deciſions of importance have been made. We therefore ſtrongly recommend the adoption of a propoſal of the Commiſſioners of Naval Enquiry in their Twelfth Report, namely, that "where "queſtions of moment have been brought under conſideration, and important meaſures have been decided upon," (either by the Board or Committees) "the circumſtances and reaſons leading to the deciſion ſhould appear in the proceedings."

Appendix, N° 15.

Minutes of the Committees to be read on Board days.

Minutes defective,

Commiſſioners of Naval Enquiry, 12th Report, page 49.

Remedy propoſed.

Page 50.

The Committees at preſent conſiſt of the following Members; viz.

Preſent arrangement of the Members of the Committees.

Committee of Correſpondence:
- The Deputy Comptroller (or Sea Officer).
- Senior Surveyor.
- One Civil Commiſſioner.

Committee of Accounts:
- Two Civil Commiſſioners.
- One Naval Commiſſioner.

Committee of Stores:
- The junior Surveyor.
- One Naval Commiſſioner.
- One Civil Commiſſioner.

The arrangement in the Committee of Correſpondence is very proper. The firſt Commiſſioner of the Committee of Accounts ſhould always be a Civil Member, well verſed in whatever relates to Accounts; but we are of opinion that the firſt Commiſſioner of the Committee of Stores, inſtead of being the junior Surveyor, ſhould be a Sea Officer.

Approved in part

Firſt Commiſſioner of the Committee of Stores propoſed to be a Sea Officer.

The firſt Commiſſioners of the Committees ſhould be conſtantly preſent to ſee to the proper execution of the buſineſs; but the junior Surveyor has a variety of duties to perform which neceſſarily call him away, and, by the ſtatement of the preſent duties of the junior Surveyor, as firſt Commiſſioner of the Committee of Stores, it appears that many of thoſe duties are diſtinct from the line of his profeſſion as a Surveyor, and muſt materially divert his attention from it; beſides, as it is not judged expedient that the ſenior Surveyor ſhould be the firſt Commiſſioner of either of the Committees, we cannot think it proper that the junior Surveyor ſhould be allowed to hold that ſituation. We are however, of opinion, that he ought to be one of the Members of the Committee of Stores, as his profeſſional knowledge will be more uſeful in that Committee, in conſidering of the ſupplies of Stores for the Dock Yards, than in either of the others.

Reaſons.

Duties of the Surveyor.

It is of great importance that the Deputy Comptroller, the firſt Commiſſioner of the Committee of Accounts, and the firſt Commiſſioner of the Committee of Stores ſhould be men of experience and talents; we therefore recommend that when vacancies occur in thoſe ſituations, they be ſelected and appointed by the Lords Commiſſioners of the Admiralty, from ſuch of the junior Members of the Board whoſe long ſtanding or ſuperior abilities may render them the moſt elegible. This will ſerve as a ſtimulus to the exertions of the junior Members in expectation of being choſen for thoſe ſituations.

Deputy Comptroller and firſt Commiſſioners of Committees propoſed to be appointed by the Admiralty.

The duties of the Surveyors of the Navy are ſtated to us to be as follows.

"The ſenior Surveyor, beſides the ordinary duties of his office in the Committee "of Correſpondence, is to direct the preparing (in conjunction with the junior Sur"veyor) of drawings for ſhips and veſſels ordered to be built for His Majeſty's "Service, either in the King's or Merchants Yards, and to determine the dimenſions "and ſcantlings of their frames, and maſts and yards; alſo the dimenſions of the "maſts and yards of ſuch ſhips as may be purchaſed for the Service, or taken from

Duties of the Senior Surveyor,

" the Enemy: to examine and approve all notes from the Yards for taſk and job-work;
" to propoſe the prices to be allowed to workmen, not already eſtabliſhed, as alſo any
" alteration of extra; to conſider of any alteration which may be propoſed to be made
" in the hulls, maſts and yards of ſhips, or in their equipment, jointly with the junior
" Surveyor; to examine and conſider the annual Eſtimates from the ſeveral Dock-
" yards, Out-ports and Foreign Yards, and to correſpond with the Officers of the
" Yards, &c thereon reſpecting the propriety of them, and for an explanation of
" ſuch parts thereof as do not appear clearly ſtated, and to make ſuch alterations
" and additions therein as he may ſee neceſſary, in order to lay them before the
" Board for their approbation, prior to their being laid before Parliament; and in
" doing thereof to conſider of the proper ſhips and works of the Yards which it may
" be moſt conſiſtent with the good of the Service to give preference to, and regulate
" the eſtimates accordingly; to conſider the prices propoſed by the Officers of the
" Yards for all Works performed by Contractors upon valuation; to attend the ſale
" of old Stores, and cauſe the ſeveral lots to be put up at ſuch a high price that there
" is no reaſon to expect any Perſon will bid for them at the firſt-named prices (the
" ſales being regulated after the manner of the Dutch auctions), and to ſtop the ſale
" of any lot where the price is dropped ſo low that it is not right to part with it at a
" lower rate, and to do the ſame on the ſale of any of His Majeſty's Ships or Veſſels;
" to correſpond with the Officers of the Dock Yards on particular points reſpecting
" the Works carrying on or intended to be carried on; to conſider, in conjunction
" with the junior Surveyor, of the propoſitions made to the Board from time to time
" by the Officers of the ſeveral Dock Yards, of ſuch things as fall under the Surveyor's
" line of duty, and to make minutes for grounding Orders on, as Anſwers thereto, as well
" as to conſider, in common with the other Members of the Board, of ſuch correſpon-
" dence as may relate to his department; to correſpond with the proper Dock Yard
" Officers of the propriety of performing any particular work which the Board may
" have in contemplation to carry on; and to viſit the ſeveral Dock Yards, but parti-
" cularly Deptford Yard; and jointly with the junior Surveyor, to inſpect the build-
" ings or repairs of the King's Ships in Merchants Yards, as often as he may ſee
" neceſſary; to examine the Reports of all ſurveys taken of the hulls, maſts and
" yards of His Majeſty's Ships at the ſeveral Ports, and to conſider of the propriety
" of the Officers' Propoſals for either repairing, ſelling or taking them to pieces, as
" the circumſtances of the condition of the Ship, &c. may appear to require, and to
" give his opinion to the Board thereon, and to cauſe Reports to be made to the
" Admiralty accordingly; to examine the Progreſſes from the Dock Yards, jointly
" with the junior Surveyor; to propoſe any increaſe or decreaſe in the number of
" Artificers or Labourers in the Dock Yards, jointly with the junior Surveyor; to
" examine the Progreſſes of the Foreign Yards, and compare them with the ſeveral
" Works carried on in the Yards, and to Ships and Veſſels under repair, and to
" report any irregularity or impropriety therein to the Board; alſo to notice if any
" extra Artificers or Labourers appear to have been unneceſſarily hired.

Duties of the junior Surveyor.

" The firſt Commiſſioner of the Committee of Stores being a Surveyor, is, beſides
" the duties of his office in conſidering and preparing (in conjunction with the
" ſenior Surveyor) the Draughts for building Ships, and his ordinary buſineſs of the
" Committee, to attend to the Accounts of Timber, Maſts, Hemp and Iron in ſtore, and
" the proper expenditure; to propoſe the quantities of each to be provided annually;
" to attend to the ſtate of the Canvas, Sails, Colours, Anchors, Cables, Nails, and
" every other article (except Slops) in ſtore; to order ſufficient quantities from the
" Contractors, or from one Yard to another; to ſee how far Contractors comply
" with demands made upon them, or the Contracts they have entered into; to attend
" to the number of men of the different claſſes in the Rope Yards, and their rate of
" taſk; to conſider (in conjunction with the ſenior Surveyor) of any alteration which
" may be propoſed to be made in the hulls, maſts, and yards of Ships, or in their
" equipment; to examine the progreſſes from all the Yards, in conjunction with the
" ſenior Surveyor; to conſider of all occaſional alterations or additions which it
" may be neceſſary to make in the proportions of Boatſwains' and Carpenters' ſea
" and preſent uſe Stores, and to ſee that the maſts, yards, boats, ſails, anchors,
" cables, and all other furniture and ſtores are provided, and laid apart in the
" Storehouſes, &c. at the ſeveral Yards for the Ships, in good condition; and that
" the Officers keep pace in providing the ſaid articles for ſuch Ships that are
" either building or repairing, that they may be ready whenever the Ships ſhall
" be ordered to be fitted for Sea Service, either at home or abroad; to examine into
" the propriety of all diſburſements made by the Commanders of His Majeſty's Ships

" and

" and Veſſels for Boatſwains' and Carpenters' ſtores, purchaſed for a ſupply of any " Foreign or Out-port, and for workmanſhip performed to the Ship or Veſſel; to " viſit the ſeveral Yards as occaſion may require, in order to inform himſelf and the " Board at large, of the proceedings on the Works in hand; and particularly, to viſit " Woolwich Yard once every week for the above and other purpoſes; alſo, to inſpect " the Buildings or Repairs of Ships in Merchants' Yards, as often as he may ſee " neceſſary; to propoſe any encreaſe or decreaſe in the eſtabliſhed number of Arti- " ficers or Labourers in the Dock Yards, in conjunction with the ſenior " Surveyor."

When a vacancy occurs in the place of ſenior Surveyor, we would propoſe that the junior Surveyor ſhould ſucceed thereto under the title of Firſt Surveyor, and that a ſecond, not a joint Surveyor, ſhould be appointed in the place of the junior Surveyor. The latter ſhould aſſiſt the former, and be conſidered as his Deputy in his capacity of Surveyor, in the ſame manner as the Deputy Comptroller acts under the Comptroller. We are of opinion that this arrangement will forward the peculiar duties of the Surveyors, without thoſe difficulties which are liable to riſe among perſons engaged in the ſame purſuit, veſted with equal powers.

A Second inſtead of a Joint Surveyor propoſed.

The Commiſſioners of Naval Enquiry mention an inſtance, in which the Surveyors have given directions to the Officers of the Yards, without the co-operation of the other Members, and expreſs their diſapprobation of thoſe Officers, or any two Members of the Navy Board, giving directions to the Officers of the Yards, as three Members are neceſſary to conſtitute a Board.

6th Report, page 55.

We find that it is ſtill cuſtomary for the Surveyors occaſionally to write public letters on profeſſional ſubjects, ſigned ſometimes by both, but often by only one of them, to the Officers of the Yards, the Overſeers of Ships building by Contract, and other Perſons, which letters do not appear in the Minutes of the Board, or either of the Committees: We therefore recommend that neither the Surveyors, nor any other Members of the Board, or Committees, ſhould, individually, give directions or write any public Letters to the Officers of the Yards, or any other perſons, but that all public orders and letters ſhould be ſigned by three Members, and regularly entered in the Minutes.

Members of the Board not to give Orders individually.

COMPTROLLING PAYMENTS.

The ſix junior Commiſſioners at the Navy Board are required to attend, in rotation, the payments of wages to Seamen, and recalls, at the Pay Office in Town, to the Crews of Ships in the River when paid off, and to the Workmen in Your Majeſty's Yards at Deptford and Woolwich, at the quarterly payments.

Theſe duties, which are very foreign from what they have to perform as Members of the Committees, occaſion their being ſo frequently abſent, as to interfere with and impede the general buſineſs of itſelf amply ſufficient to occupy their whole time and attention: We therefore recommend, in order that the Members of the Committees may be enabled to beſtow an undivided attention to the important duties required of them, that an additional Commiſſioner, a Sea Officer, ſhould be appointed to comptrol the before-mentioned payments, who ſhould be attached to the Committee of Correſpondence, for the purpoſe of aſſiſting in the general buſineſs of that Committee, when not engaged in his own particular duties.

Inconvenience of Commiſſioners comptrolling Payments. Appendix, Nos 13 & 15.

Remedy propoſed.

An additional Commiſſioner.

The duties of this Commiſſioner, beſides thoſe before enumerated, ſhould be, to notice all irregularities in the Pay and Muſter-books of Ships, in Purſer's Accounts, and in Slop and Prize Liſts, reported to the Committee from the Ticket Office, and take ſuch meaſures as may be neceſſary on the occaſion; to examine all Journals and Papers delivered by Captains, Lieutenants and Maſters, for the purpoſe of paſſing their Accounts, and to take particular care that there be no delay in making out Certificates for their Pay;—to inveſtigate claims for Seamens Wages and Bounty, and determine upon them, except in doubtful caſes, when he ſhould refer them to the conſideration of the Committee of Correſpondence, or if their importance demand it, to the Board at large;—to examine, in conjunction with the other Sea Members of the Board, the Midſhipmen who come to paſs for Lieutenants, and ſign certificates of their qualification.

His Duties.

The great encreaſe of the buſineſs of the Navy Board demands this appointment.

INSPECTOR

INSPECTOR GENERAL of NAVAL WORKS.

Surveyor of Civil Architecture propoſed to be appointed in 1788. Appendix, N° 38.

The Commiſſioners of Enquiry appointed in 1785, in their Sixth Report, expreſſed their ſurprize that it never had been thought neceſſary to appoint a Surveyor of Civil Architecture to the Navy Office, and gave it as their opinion, that ſuch an Officer was abſolutely neceſſary.

Inſpector General of Naval Works appointed in lieu in 1796.

In 1796 an appointment, embracing the duty of a Surveyor of Civil Architecture took place, but ſeparate from and independent of the Navy Board, under the title of "Inſpector General of Naval Works," whoſe duty is "to conſider of all im-"provements in relation to the building, arming, navigating, and victualling ſhips of "War and other Veſſels employed in Your Majeſty's Service, as well as in relation to "the Docks, Slips, Baſons, and Buildings and other articles appertaining to Your "Majeſty's Naval Eſtabliſhments."

Propoſed to be incorporated with the Navy Board, and ſtiled "Civil Archi-"tect and Engi-"neer."

Many of theſe duties are ſo intimately connected with thoſe of the Navy Board, that we are of opinion this Officer, inſtead of being ſeparate from, and independent of the Navy Board, ſhould be incorporated with and become a Member of that Board, under the denomination of "Civil Architect and Engineer," and rank next to the junior Surveyor of the Navy at the Board, until our propoſal for a firſt and ſecond Surveyor, inſtead of two joint Surveyors, ſhall be adopted, when we think he ſhould rank next to the firſt Surveyor.

The Navy Board, under the controul of the Lords Commiſſioners of the Admiralty, having the general direction and ſuperintendence of every Work carrying on in the Dock Yards, the advice and aſſiſtance of this Officer, "in conſidering of "all improvements in relation to the Docks, Slips, Baſons and Buildings in Your "Majeſty's Naval Eſtabliſhment," would be attended with very conſiderable advantage to Your Majeſty's Service.

Appendix, N° 13, 14, 15 & 60.

Bad effects of the Inſpector General being independent of the Navy Board.

Appendix, N° 60.

It has been uſual to refer the propoſitions of the Inſpector General of Naval Works to the conſideration of the Navy Board, for them to report upon, a meaſure which, though highly proper in itſelf, neceſſarily occupies a great portion of the time of the Board, and when a difference of opinion ariſes, occaſions much altercation and correſpondence, and frequently delays the execution of the Works. The appointment of Inſpector General of Naval Works, with powers independent of the Navy Board, produces alſo an interference and counteraction of intereſts in the Dock Yards, which cannot fail to be injurious to Your Majeſty's Service, by leſſening the authority of the Navy Board in the eyes of their inferiors.

By incorporating this office with the Navy Board in the manner we have propoſed, we are of opinion all theſe inconveniencies will be obviated.

Duties of the Civil Architect and Engineer.

Beſides the general duties required of the Civil Architect and Engineer as a Member of the Board, and thoſe before enumerated, it ſhould be his peculiar province to examine and ſuggeſt alterations and improvements in all Plans for new Works, or Repairs intended to be undertaken in the Yards, in the Victualling Eſtabliſhments, in the Naval Hoſpitals, or in the buildings at the Admiralty or Navy Offices; propoſe the manner in which they ſhould be executed; viſit the works while they are carrying on; report his opinion and obſervations upon them to the Board, with the progreſs made, and the effects produced ſince his former viſit, and examine and check the rate and mode of payment. He ſhould alſo give his advice and aſſiſtance in all matters relating to his peculiar profeſſion; and, for the purpoſe of becoming acquainted with and aſſiſting in the current buſineſs, we are of opinion he ſhould be a Member of the Committee of Correſpondence.

Propoſed to be relieved from Duties which relate to other Departments.

The other duties attached to the Inſpector General of Naval Works, "of conſidering "of all improvements in relation to the building, arming, navigating and victualling "Ships of War and other Veſſels employed in Your Majeſty's Service," are ſo clearly the duties of the Surveyors of the Navy, of the Admiralty, of the Ordnance, and of the Victualling Boards, that we are of opinion the Civil Architect and Engineer may be relieved from them. As a Member of the Board, it will of courſe be incumbent upon him, as it is we conceive, upon every other Perſon employed by Government, to ſuggeſt ſuch improvements as may occur to him on theſe or other ſubjects, for the benefit of Your Majeſty's Service.

Eſtabliſhment now under the Inſpector General of Naval Works.

The Eſtabliſhment of Perſons at preſent employed under the Inſpector General of Naval Works, and the Salaries they are allowed, are as follows; viz.

	per annum.
Architect and Engineer - - - - -	£. 400
Mechaniſt - - - - - - - - -	400

Chemiſt

	per annum.
Chemiſt	£. 400
Metal Maſter	200
Secretary	300
Draughtſman	200
Firſt Clerk	150
Second D°	100.
	per week.
Two Aſſiſtant Draughtſmen	£. 3. 0.
One	2. 10.
	per annum.
Meſſenger	£. 40.

Appendix, N° 36.

Two Perſons holding ſituations under the Victualling Board, who, in addition to the Salaries they receive from thoſe ſituations, are allowed, the one at London, 7*s.* 6*d.* per day, and the other at Plymouth 5*s.* per day, for aſſiſting the Inſpector General.

By the Statements of the duties and ſervices performed by theſe perſons, which they were called upon to furniſh, thoſe of the Architect and Engineer, and of the Mechaniſt, appear to be of a very important and uſeful nature, occupying the whole of their attention. Theſe Officers therefore, we recommend being continued at their preſent ſalaries as aſſiſtants to the Civil Architect and Engineer, one under the denomination of Aſſiſtant Architect and Engineer, and the other under his preſent title of Mechaniſt.

Appendix, N^os 44, 45 & 46.

Aſſiſtant Architect and Engineer, and Mechaniſt, propoſed to be continued.

The Chemiſt was appointed in the year 1796, ſince which time it does not appear that any beneficial plans have been brought to perfection and carried into execution, in conſequence of experiments made by him, his ſervices having conſiſted of occaſional experiments in chemiſtry, which have only occupied a part of his attention; we therefore feel it our duty to recommend that the permanent appointment of a Chemiſt be aboliſhed; but as chemical experiments may ſometimes become neceſſary, we recommend that in ſuch caſes, they be placed in the hands of ſome eminent Chemiſt, to whom the Navy Board ſhould make ſuch remuneration for his ſervices as may be deemed reaſonable on each caſe referred to him.

Appendix, N° 41.

Chemiſt propoſed to be aboliſhed.

Appendix, N^os 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58 & 59.

The duty of Metal Maſter, who was appointed in April 1803, has conſiſted chiefly in furniſhing plans of the furnaces for melting and refining old copper ſheathing, and for the braſs foundery in Portſmouth Yard, and attending the building and putting the ſame to work; as theſe ſervices appear to be of a temporary nature, which even now do not occupy the whole of his time, his attendance being only when called upon, and as they will terminate altogether when the furnaces are complete, we recommend that the permanent appointment of a Metal maſter ſhould alſo be aboliſhed.

Appendix, N° 42.

Metal Maſter propoſed to be aboliſhed.

Appendix, N° 59½.

As ſome perſon may be neceſſary to ſuperintend the completion of the furnaces in Portſmouth Yard, it may be proper to employ the perſon who now holds the appointment of Metal Maſter on that ſervice, allowing him an adequate remuneration as long as his aſſiſtance may be required. Another part of the employment of the Metal Maſter appears to have been in furniſhing information which he had been enabled to obtain from copper manufactories, and making experiments in Metallurgy.

Theſe ſervices we conceive do not need the permanent appointment of a Metal Maſter. Information may be derived from other ſources, which the nature of each caſe will point out, and experiments in Metallurgy, when neceſſary, may be placed in the hands of any eminent Metalliſt, to be fixed upon and remunerated by the Navy Board.

As it is not uſual for any individual Member of the Navy Board to have a Secretary or Clerks excluſively for himſelf, we recommend that the Secretary to the Inſpector General of Navy Works, who, beſides his other duties, aſſiſts the "Inſpector General "in the conſideration of matters relating to Your Majeſty's Ships and Veſſels, and in "the formation of plans for Naval Works," ſhould be employed under the Civil Architect and Engineer as an extra Aſſiſtant to him, with his preſent ſalary of £. 300 per annum, until an opportunity of providing for him in a manner ſuited to his abilities ſhall offer.

Appendix, N° 37.

How to diſpoſe of the Secretary to the Inſpector General:

The correſpondence of the Civil Architect and Engineer, will, in conſequence of his incorporation with the Navy Board, become the correſpondence of the Board, and be conducted in the Secretary's office; the two Clerks, therefore, who are now allowed the Inſpector General, ſhould be added to the number neceſſary to conduct the preſent buſineſs of the Secretary's office, and they ſhould be paid the difference between the amount of their preſent ſalaries, viz. one at £. 150, and one at £. 100 per annum, and the amount of the ſalaries which they will receive as junior Clerks in the Secretary's

His Clerks.

office, until by advancement in that office, their ſalaries ſhall be equal to thoſe they at preſent enjoy.

And Draughtsmen. The ſituation of Draughtsman ſhould be continued with a ſalary of £. 250 per annum, the ſame as we ſhall hereafter propoſe for the Draughtsmen to the Surveyors; but as the Civil Architect and Engineer will be relieved from a part of the duties which he has now to perform, we conſider that three aſſiſtant Draughtsmen may be unneceſſary, of which, however, the Navy Board will be the proper judges when the meaſure ſhall have taken effect, to whoſe deciſion it ſhould therefore be left.

The employment of the two perſons before mentioned, who hold ſituations under the Victualling Board at their preſent allowances, ſhould be continued as long as the Navy Board may conſider their ſervices neceſſary.

The Meſſenger ſhould be entered as an extra Labourer in the Navy Office until a vacancy for a Labourer ſhall occur, when he ſhould be appointed to fill it.

ACCOUNTS.

First Report, Page 21.
Accounts unexamined.

The Commiſſioners of Naval Enquiry having ſpoken of the multiplicity of Accounts which remain unexamined in the Public Offices, we judged it right to call upon the Navy Board to ſtate the nature and extent of the Accounts unaudited in the Navy Office.

Appendix, N° 70.
Impreſts to the amount of upwards of £. 11,000,000. unexamined.

By the Return we received to our Precept, we found that the Accounts, both of Caſh and Stores, which have remained uncleared for many years, were very numerous. The outſtanding Impreſts on 31ſt December laſt amounted to upwards of eleven millions of money.

Appendix, N°s 13, 14, 15. 17 & 26.
Cauſes of the arrears of Accounts.
1ſt Report Commiſſioners of Naval Enquiry, page 22.

As the accumulation of theſe arrears had been owing to the multiplicity and great encreaſe of the buſineſs; to there not being an adequate number of well qualified Clerks; and to the want of ſufficient encouragement for the exertions of Perſons of that deſcription; we judged it right to conſider of the meaſures neceſſary to be adopted for the liquidation of the preſent, and the prevention of future outſtanding Accounts, as the ſpeedy adjuſtment of them is of the greateſt importance, both to the intereſts of the Public and of the Individuals concerned therein. To accompliſh in part the firſt-mentioned object, we find that the Navy Board have recently, very properly, had recourſe to the only expedient which, in the preſent ſtate of the Office, they could well adopt; they have ordered the Clerks to attend out of the uſual office-hours, paying them an extra allowance on that account, to examine certain of the Caſh Accounts in queſtion; but, as the progreſs by this means muſt be very ſlow and expenſive, we recommend that the Committees of Accounts and of Stores ſhould, with the approbation of the Comptroller, ſelect a certain number of competent eſtabliſhed Clerks, and give them the aſſiſtance of extra Clerks, to be employed unremittingly and excluſively in the examination of the outſtanding Caſh and Store Accounts until the whole be completed; but means muſt at the ſame time be provided, by the entry of ſuch extra Clerks, as may be neceſſary for carrying on the current buſineſs, and preventing the Accounts daily delivering into office from falling into arrear while the old Accounts are under examination; on this occaſion we think it would be attended with advantage to reverſe the uſual order of proceeding, as propoſed by the Commiſſioners of Naval Enquiry in their Seventh Report, when ſpeaking of the Arrears of Accounts in the Sick and Hurt Office; and, inſtead of taking in hand the Accounts of the oldeſt date firſt, to begin with thoſe recently delivered into Office, giving preference to the Accounts of perſons who are alive.

Appendix, N° 26.
Remedy propoſed.
Means of examining Accounts now in arrear.
Accounts of recent date propoſed to have a preference in examination.
Page 516.

Reaſons.

We recommend this mode of proceeding, becauſe the inveſtigation of the Accounts will be much facilitated by having the opportunity of calling upon the parties themſelves for explanations, and if frauds or irregularities ſhould be diſcovered, the perſons who committed them will be within the reach of the Law; whereas, if the Accounts which have been the longeſt in office were to be the firſt taken in hand, it might probably be found that many perſons concerned in them are dead, and there would then be but little proſpect of recovering the Sums which may be due to the Public; beſides, the time requiſite for examining the more ancient accounts would be ſo long, that before thoſe recently delivered would come in courſe for examination, the parties intereſted in the latter might alſo be dead, as well as the witneſſes neceſſary for their elucidation, ſo that the recovery of any ſums of money which might be due to the Public would be rendered very precarious.

Means for facilitating the examination of Accounts in arrear.

It has been ſuggeſted to us, that it would facilitate the examination of theſe outſtanding Accounts, if the Committee of Accounts had the power of diſpenſing with

Vouchers

Vouchers for Diſburſements, which could not be procured, upon being ſatisfied of the propriety of the Diſburſement, provided the Accountant, if alive, made oath that the amount was actually and neceſſarily expended for the Public Service; but that in thoſe caſes, no Voucher ſhould be diſpenſed with without the approbation of the Comptroller, and the unanimous concurrence of the Committee, otherwiſe that the ſame ſhould be referred to the Board. Appendix, N° 13.

As we do not ſee the utility of keeping the Accounts in queſtion unliquidated for want of Vouchers, when there is no probability of thoſe Vouchers being ever produced, we recommend that the before mentioned ſuggeſtion ſhould be adopted, as the only means of clearing of Accounts which have accumulated in office, to the great injury both of the Public and the other Parties concerned.

The Clerks employed on this buſineſs ſhould report monthly to the Committees, and the Committees ſhould report quarterly to the Board the progreſs made in the examination of theſe Accounts. Reports of progreſs ſhould be made.

To prevent the accumulation of long ſtanding Accounts hereafter, we recommend in the firſt place, that, in order to remove difficulties which might ariſe when taken in hand for final adjuſtment, all Accounts, eſpecially thoſe received from abroad, be ſtrictly inſpected by the chief Clerk of the Office to which they relate immediately on their receipt, and before their receipt is acknowledged, with the particular view of diſcovering whether any new or extraordinary Items or Charges be inſerted; and whenever any ſuch appear, they ſhould be forthwith reported to the Committee to whoſe inſpection they may belong, in order that they may be properly noticed, and the neceſſary enquiries immediately inſtituted. Means for preventing arrears of Accounts in future.

This regulation will prevent undue charges from growing into precedent, by the parties being early apprized of their impropriety.

Having provided by the preceding regulation for checking, in the outſet, any unuſual expences, it remains to propoſe means for the final and ſpeedy examination of Accounts previouſly to their being paſſed.

So long ſince as the year 1800, the Navy Board repreſented to the Lords Commiſſioners of the Admiralty, the inadequacy of the means with which they were furniſhed, "to give an early and neceſſary attention to the examination of Vouchers "ſent into office for the purpoſe of clearing impreſts for bills drawn, or money "advanced for carrying on the Service. This circumſtance," ſay they, "has occaſioned "a long and increaſing liſt of Accountants, many of whom appear to be much "indebted to the Public, but the amount of ſuch debt cannot be aſcertained until the "Vouchers delivered into the office have undergone the requiſite examination. The "Public is thereby conſequently expoſed to great loſſes, and the Parties themſelves "or their Executors are ſubject, probably many years afterwards, to be called upon "for balances of Accounts, the Vouchers for clearing which have probably been long "delivered into office, and there loſt." Appendix, N° 6. Means propoſed in 1800.

To remedy this growing evil, the Navy Board propoſed to divide the office for Bills and Accounts into two diſtinct branches, for the advantage of having a chief Clerk over each, the buſineſs of the whole having been found much too great for one perſon to controul. Office for Bills and Accounts propoſed to be divided into two branches.

They at the ſame time mentioned their intention, ſhould their propoſal be adopted, of making ſuch ſubordinate regulations as would be then in their power to render unneceſſary the intervention of an Agent between the Public and the Individual in clearing the impreſts for bills drawn by Admirals, Captains, Conſuls and others, for ſtores purchaſed, which ſubjected thoſe Officers to an unneceſſary expence. Appendix, N° 6.

In 1803 the Navy Board repeated their propoſitions, with ſome modifications as to the manner of dividing the buſineſs, which it would be the moſt adviſable to adopt, expreſſing a confidence that under theſe arrangements, if carried into effect, they might be enabled to examine ſuch Accounts as remained after the cloſe of the late War, and prevent their accumulation in future; and in 1805 they brought the matter again under the conſideration of the Lords Commiſſioners of the Admiralty, when the Papers on that ſubject were referred to our conſideration. Repeated in 1803. Appendix, N° 10. And in 1805. Appendix, N° 12.

In order to ſhew more clearly the diviſion of buſineſs which the Navy Board propoſed, we will ſtate the duties now performed in the office for Bills and Accounts, and then point out ſuch parts of thoſe duties as the Board propoſed to be transferred to a ſeparate branch, under the title of "Office for examining Foreign Accounts."

The buſineſs of the Office for Bills and Accounts, is ſtated by the Navy Board to be as follows:

"To examine the Certificates tranſmitted from the Yards for all Stores ſupplied, "and Services performed, ſee that they are agreeable to the terms of the Contracts "or Duties of the Office for Bills and Accounts.

" or Warrants relating thereto (which Contracts and Warrants, as well as the quan-
" tity of Stores, when required under the condition of the Contracts, are poſted in
" books kept for that purpoſe) and that wrong computations or caſtings are not made
" in any article; to report to the Committee of Accounts all irregularities and errors
" therein, except as to calculation, in which caſe the certificates are ſent back imme-
" diately to the Yard for correction; to make out bills for the amount of ſuch cer-
" tificates, add thereto intereſt for ninety days, regiſter theſe bills, ſet off the public
" fee on each, and enter the ſame in a book as a check upon the Receiver of fees; to
" examine Accounts for ſhips built and repaired in the Merchants' Yards, and make
" out bills for the ſame, adding intereſt thereon, &c. as above; to examine and ſtate the
" Accounts of Shipwright Officers employed in the Foreſts, &c.; to examine and ſtate
" the Accounts of Diſburſements of Officers employed in raiſing men for His Majeſ-
" ty's Service, of Officers employed in ſuperintending Signals, and on the Sea Fenci-
" ble Service, in Great Britain and Ireland, and make out bills to clear their impreſts
" when the Accounts are allowed; to ſtate to the Committee of Accounts the nature
" of all claims, payable by bill, for freight of Tenders, Cutters, armed Veſſels, and
" other craft employed in His Majeſty's Service, and for freight of Stores to the
" Foreign Yards; to make out bills for the value of Prize Ships and their Stores,
" and for other Veſſels purchaſed by the Board, adding intereſt on all ſuch bills, &c.
" as before ſtated; to report to the Committee of Accounts upon all complaints and
" claims reſpecting Pilotage; to ſtate the amount payable upon Certificates granted
" to Pilots and Maſters of Ships for Pilotage, make out bills for the payment there-
" of, regiſter the ſame, enter the bills in a book kept for that purpoſe, enter the ſum
" paid, and time of Service, &c. under the Ship's name in another book, to prevent
" double payments; to examine the contingent Accounts of the Admiralty, Navy,
" and Slop offices, the bills of the ſeveral Tradeſmen employed in thoſe offices, and
" in the Treaſurer of the Navy's office; to examine and ſtate the Accounts of the
" Paymaſter of the Royal Marines, Accounts of the Solicitor of the Admiralty and
" Navy for Law Charges, &c. thoſe of the Stationary Office, for ſtationary wares
" ſupplied to the ſeveral Naval Departments, and thoſe of the Inſpector of Canvas
" for ſail cloth, &c. purchaſed on commiſſion; to examine the Accounts of His Ma-
" jeſty's Conſuls abroad for various Naval Services; of Officers commanding ſhips for
" Stores, Slops, and Diſburſements on account of their ſhips; of perſons employed
" in the purchaſe of Naval Stores on commiſſion, and of the ſeveral Telegraphs; to
" examine and report upon the claims made under Acts of Parliament for Bounty for
" taking or deſtroying enemies' Ships of War; ſubſiſtence and paſſage of ſhipwrecked
" Seamen; to examine claims for navigating and rigging His Majeſty's Ships, and re-
" port whether they are agreeable to contract, &c.; to make out bills for the aforemen-
" tioned Services, and for the payment of Flag Officers, their Secretaries and Clerks;
" for rewards to perſons acting as Judge Advocate, and Provoſts Marſhal; to School-
" maſters teaching Navigation; for the Wages of ſuch Officers whoſe circumſtances
" will not admit of their being paid on the ſhip's books; for the net proceeds of the
" cargoes of neutral ſhips; for all works carrying on in the Yards under the direc-
" tion of the Inſpector General of Naval Works; for men transferred from the Mili-
" tia to the Navy; for rewards for the apprehenſion of Perſons who have embezzled
" or ſtolen Naval Stores; for rewards for apprehending Deſerters and ſtraggling Sea-
" men; for ſalvage, and aſſiſting ſhips in diſtreſs, and for a variety of other ſervices;
" to regiſter the ſame, make entries of the bills in the books of the office, and poſt the
" greater part, that the amount under each head may be always known, and recourſe
" had to the contents of any bill when required; to make out bills quarterly for the ſala-
" ries of the Lords of the Admiralty, Treaſurer and Commiſſioners of the Navy, the
" Clerks and Inſtruments employed in their offices, and half-yearly for all Naval Pen-
" ſions, regiſter and enter them as above deſcribed: to keep books in a proper order
" to check and confirm each other, and to take care of all Vouchers, that recourſe
" may be had to any tranſaction whereon Public Money has been paid by the Board;
" to enter in books kept for that purpoſe the date and amount of each bill drawn by
" Officers on the Impreſs, Sea Fencible and Signal Station ſervice on one ſide, and
" on the other, the amount of each month's expenditure, ſo that the balance of the re-
" ſpective Accounts may be immediately ſeen; to prepare orders for the payment of
" all Bills of Exchange accepted by the Board; to examine the Accounts of all Slops
" and Beds furniſhed for His Majeſty's ſervice; to prepare monthly for the office for
" comptrolling the Treaſurer's Accounts, a liſt of the ninety-day bills falling due
" therein, ſtating the name of the party, the ſervices, the number of regiſtry, and
" amount; to furniſh the Collectors of the Civil Liſt deductions with quarterly Ac-

" counts

" counts of all Salaries and half yearly-Accounts of all Penſions; to furniſh the Six-
" penny Office with an annual Account of all hired veſſels; to prepare ſuch part
" of the Account of the debt of the Navy as relates to Bills on the courſe, and to
" freight due to Tenders, &c.; to make out monthly, quarterly and annually, an
" abſtract of all Payments made by Bills carrying intereſt, and another of ready
" Money Bills, in order that the amount under any one head may appear; to take
" care upon ſtating and paſſing all Accounts and Bills, that the proper abatements for
" Impreſts, Mulcts, &c. which relate thereto, be duly ſet off thereon, ſo that Govern-
" ment may not pay any more than the real balance due; to make weekly, a Report
" to the Committee of Accounts of ſuch orders from the Lords of the Admiralty as
" are unanſwered; and monthly, a Report of Progreſs of the examination of Accounts;
" to enter in books kept for that purpoſe, Minutes from the Committee of Accounts,
" and Memoranda of the Board's correſpondence relative to Accounts, and of the de-
" termination come to in particular caſes, to ſerve as precedents in other caſes of a like
" nature."

Duties in the Office for Bills and Accounts propoſed to be tranſacted in a new Office, ſtyled " Office " for Foreign Ac-" counts."

The following duties are performed in that part of the Office in which the Foreign Accounts are examined, and which the Navy Board propoſed to transfer to a ſeparate branch, under the title of " Office for Foreign Accounts."

" To examine and abſtract the Accounts of Naval Officers at His Majeſty's Yards
" abroad, including Kinſale, alſo the Accounts of Admirals, Commanders in Chief,
" and other Officers for diſburſements on His Majeſty's Service; make out ſtatements
" thereof, in which are ſpecified the nature of the diſburſements, and vouchers pro-
" duced for the ſeveral payments, with the authorities, and ſuch other obſervations as
" may be neceſſary in order to their being laid before the Committee of Accounts for
" their examination and reference to the Board, for their final paſſing; to examine
" and abſtract the Account of the Clerks of the Checque and Naval ſtorekeepers at
" home, make out abſtracts of diſburſements, wherein are quoted the various orders
" and authorities by which the ſeveral payments are made, for the approval of the
" Committee of Accounts and reference as above; to enter all Letters and Warrants
" (relating to Accounts) ſent to the Commiſſioners, Commanders in Chief, and Yard
" Officers abroad, and Commiſſioners and Clerks of the Checque at home, in order to
" examine their Accounts thereby; to enter all minutes received from the Board,
" and Committee of Accounts; to make out Accounts of Home-pay due to all Arti-
" ficers ſent from England to ſerve in His Majeſty's Yards abroad, entering and
" poſting the ſame: to report on all applications for bounty to men ſerving on board
" His Majeſty's ſhips and veſſels: to make out monthly, a Report of progreſs for the
" Committee of Accounts; to make a weekly Report to the Committee of Accounts
" of ſuch orders from the Lords Commiſſioners of the Admiralty as are unan-
" ſwered."

Page 22.

Neceſſity for increaſing the Eſtabliſhment of the Navy Office.

The Commiſſioners of Naval Enquiry in their firſt Report, when ſpeaking of outſtanding Accounts, obſerve that " an increaſe of eſtabliſhment already burthenſome,
" deſerves the moſt ſerious conſideration; but the advantages that may be derived from
" the ſpeedy examination of all Diſburſements will more than overbalance any
" additional expence incurred on this account."

In this opinion we perfectly concur, and conſidering the plan propoſed by the Navy Board to be an adviſable one, we recommend that the duties pointed out by them, which are now performed in the Office for Bills and Accounts, be transferred to a ſeparate and diſtinct branch under the title of " Office for examining Foreign " Accounts."

In a ſubſequent part of this Report, we ſhall ſtate the permanent eſtabliſhment of Clerks which is conſidered neceſſary for this new Office, and which will conſiſt of ſeven; but as the Office for Bills and Accounts will be greatly relieved by the creation of the Office for examining Foreign Accounts, the number of Clerks on the eſtabliſhment of the former Office will admit of reduction, and four may be ſelected from it for the Office for Foreign Accounts, by which means the actual increaſe of the number of Clerks by the permanent eſtabliſhment of this Office will only be three.

Rates of Exchange. Page 18.

The Commiſſioners of Naval Enquiry, in their firſt Report, recommend that " in
" each of the ſeveral Naval departments, it be made the duty of ſome perſon to examine
" the rates of exchange at which Bills may be drawn." We think the chief Clerk in the Office for Foreign Accounts is the moſt proper perſon to execute this ſervice, as well as to ſee that when payments have been made, or money received, the proper rates of exchange have been duly attended to.

Means proposed for the more effectual examination of Accounts.

Page 22.

Having thus provided the Navy Board with the means of examining the Accounts delivered into Office, we think it expedient that some further regulations should be established to render such examination more effectual.

The recommendation of the Commissioners of Naval Enquiry, contained in their first Report, that "every Naval storekeeper or other person entrusted with purchases "abroad, or expenditure of the public money, should be required to attest upon oath "on his monthly Cash Account, that he neither has nor expects to receive, directly or "indirectly, any benefit whatever from such expenditure, and that the purchases so "made by him have been effected without favour to any one, and upon the best "terms for the Public," is a very proper regulation, and we find has recently been carried into execution by the Naval Board.

Page 43.

Interest on Impress Bills proposed to be charged to Accountants.

Those Commissioners of Enquiry also recommend in their twelfth Report, that "the individuals," (to whom impress Bills may be issued by the Navy Board) "should "be charged in the Impress Ledger with the full amount of the Bills, including the "interest," which we are of opinion ought to be adopted.

We also recommend that the persons to whom the money is advanced should not be allowed credit for any part of the interest, without producing proof of the day when the Bill was necessarily negociated for the purpose for which it was issued.

Page 48.

Accounts Current always to be required.

Appendix, N° 23.

Twelfth Report of Commissioners of Naval Enquiry, page 49.

In the same Report, they also recommend that a general Account Current of Receipts and Disbursements should be required, with all Accounts of the Expenditure of Public Money; and although this is stated to be the present practice, yet, as it appears it was omitted in one very material instance, we recommend that it should be made a standing Regulation of Office, never to be departed from.

Signatures and dates to the examination of Accounts.

Appendix, N° 23.

They further recommend, that "the Clerks who examine the castings of the "Vouchers to Accounts, should note the time and affix their signature thereto."

It is the present practice, we understand, for the Clerks to affix their initials to the castings of the Vouchers, and we think it proper they should note the time also. The Commissioners proceed further to recommend, that "the Clerk who examines the "Account as to its propriety and consistency with the Board's orders, and makes "the official Statement thereof, should bring together in the form of a certificate, "the objections which may appear to passing the Account, and sign his name thereto, "and note the time of his so doing;" we however think it is more in the line of duty of the Clerk who examines the Account as to its propriety and consistency, with the orders of the Board or Committee, to report the nature of the objections which may appear, and particularly the Vouchers which may be deficient (signing his name to the Report, and noting the time of his so doing) than to bring together the objections in so decisive a shape as that of a certificate (which implies something final) signed by an inferior Clerk of Office, as the Committee, in the exercise of their discretionary power, might upon further investigation be satisfied of the propriety of removing many of those objections which the Clerk had included in his certificate.

Objections to Accounts to be reported instead of Certificate to the Committee.

Chief Clerks to sign Reports.

The Report from the inferior Clerk should pass under the inspection of the chief Clerk, who should also sign and date it, previously to its being laid before the Committee.

12th Report, page 49.

Board and Committee of Accounts to sign and date Cash Accounts when passed;

The Commissioners of Naval Enquiry further recommend "that the Committee of "Accounts, having satisfied themselves of the propriety or impropriety of the charges "made, should on referring the Account to the Navy Board, note the time, and "affix their signatures to the Minute, stating their approval or objections to the "Account, and that the Navy Board should in like manner note the time, and also "affix their signatures to all minutes directing Accounts to be passed;" which we recommend being adopted, with the exception, that the Committee should state to the Board those parts of the Account only which are objectionable, as they will themselves be responsible for what they approve.

And Store Accounts.

We are also of opinion that the signatures of the Clerks, as to the examination, and of the Committee of Stores, or Board, as the case may require, for passing all Store Accounts, should likewise be required.

Clearing Bills to be made out immediately.

12th Report, Page 49.

When Accounts are directed to be passed, we agree with the Commissioners of Naval Enquiry, that the clearing Bills should be immediately made out.

Although it would be desirable, as those Commissioners recommend, that "when "Accounts are passed, none of the Papers or Documents furnished as Vouchers "thereto should be returned to the Accountant, but that they should be retained by "the public Board as their authority for allowing the charge in support of which "they

" they may have been produced," yet cafes may fometimes arife (fuch as the production of a Policy of Infurance to claim an average) in which it would be unjuft to withhold the papers neceffary to enable the party concerned to profecute his claims: We would therefore recommend that on thefe occafions, the party wifhing to be accommodated with the papers fhould make a written application for them to the Board, without whofe expref fanction, none fhould be delivered out of the Office, and that a receipt fhould be required for them, with a declaration that they will be returned within a certain time, to be fixed on each occafion.

Vouchers not to be delivered out of Office, except on fpecial occafions.

By the ftatement of the duties of the office for Bills and Accounts furnifhed us at our defire by the Navy Board, it appears that a Report is made to the Committee of Accounts at the commencement of every month, by the Clerk who fuperintends the bufinefs in that branch of the Office in which the Foreign Accounts are examined, fhewing, in diftinct columns, the dates of the laft Accounts received from each Yard; when they were received; to what time they have been examined; and the progrefs made in their examination fince the preceding month.

Monthly Report of the examination of Accounts.

It alfo appears that a fimilar account has been required to be laid before the Committee of Accounts by the Chief Clerk in the Office for Bills and Accounts, with refpect to the other Cafh Accounts.

Thefe Monthly Reports of progrefs made in the examination of Accounts do not however either ftate the amount of the Impreffs againft the Accountant, who has delivered in his Accounts, or notice thofe Perfons who have Impreffs againft them, but have not fent in their Accounts. As thefe two circumftances are highly neceffary to be attended to, we ftrongly recommend the general adoption of a practice which we find to be in force in the office for Bills and Accounts, with refpect to the Accounts of Officers on the Sea Fencible, fignal Station, and Impref fervices: a general Account current is opened with every accounting Officer employed on thofe fervices in books kept for the purpofe: On the Debtor fide are entered the date and amount of each Bill drawn, and on the Creditor fide, the amount of his monthly Accounts delivered into Office. Several advantages attend this method; it operates as a check upon the account of Impreffs kept in the Office for comptrolling the Treafurer's Accounts; it fhews, without the neceffity as hitherto of referring to another Office, the ftate of the Balance in the Accountant's hands, and the time to which his Accounts have been received; it is alfo a record of the receipt of the Accounts in Office.

Appendix, N° 23.

Accounts Current propofed to be opened with every Accountant.

The plan is fo fimple, and in our opinion fo beneficial, that we ftrongly recommend its being carried into effect with refpect to every other Accountant. As thefe books will afford the immediate means of afcertaining what perfons have omitted to fend in Accounts, we further recommend that a Report be made to the Committee of Accounts quarterly of all perfons of that defcription, and that the Committee fhould then caufe the Accountants to be written to for them, without waiting as at prefent for the account of outftanding Impreffs, which is laid before the Committee annually. We underftand that the Committee of Accounts have directed that the laft-mentioned Account fhall in future be prepared in the fame manner as the one lately furnifhed to the Commiffioners of Naval Enquiry, of the Impreffs outftanding on the 31ft December 1802, with the intention of fending it to the Offices to which the Accounts relate, in order that it may be ftated in the proper columns, whether Accounts have been received for the amount of the Impreft outftanding, and to what time they have been examined; this will ferve as a further check upon the Accountant as to the delivery of his Accounts, and upon the Clerks in the Offices as to their examination of them. The annual Account of outftanding Impreffs, after having undergone the infpection of the Committee of Accounts, fhould however be laid before the Board; and as it will contain a ftatement of the Committees proceedings thereon, the Board will be enabled to judge whether proper notice has been taken of thofe who have neglected to deliver in their Accounts, or what further fteps may be neceffary.

Quarterly Report of Perfons who have not delivered in their Accounts to be made.

Appendix, N° 23.

Annual Account of outftanding Impreffs fhould be laid before the Board.

We alfo recommend that a Report be required to be laid before the Committee of Stores quarterly, from the Office for Stores, from the Office for examining the Storekeeper's Accounts, and from the Slop Office, fhewing the dates of the laft Store Accounts received from each Yard; when they were received; to what time they have been examined, and the progrefs made in their examination fince the preceding quarter; in order to enable that Committee to fee that the Storekeepers deliver in their Accounts in due time, and that fufficient progrefs is made in their examination. The Committee of Stores fhould alfo lay before the Board annually an Account fhewing the fame particulars. We agree with the Commiffioners of Naval Enquiry, that "as a general principle it is more advantageous to the Public to obtain their

Quarterly and Annual Reports of Store Accounts propofed.

12th Report, page 4.

" fupplies

" Supplies of Naval Stores by public Contract, than by means of Commiſſion Agents;" but as thoſe Commiſſioners very juſtly obſerve, " in ſome inſtances, the latter mode " may be highly advantageous, or even rendered abſolutely neceſſary, from motives " of State policy:" whenever therefore it may be judged adviſable for the Navy Board to employ Agents to make purchaſes for Government, we agree in opinion with the Commiſſioners of Naval Enquiry, that the Navy Board ſhould previouſly ſtipulate with them, " that the rate of commiſſion which may be agreed upon ſhall " conſtitute the whole of the remuneration; and that ſuch Agents ſhould be required " to produce, together with their Accounts, affidavits that they were not in any way " intereſted in the articles purchaſed previous to their being obtained for Government; " that they neither have derived nor will derive any profit, advantage or emolument " from or by reaſon of their employment, either directly or indirectly, beyond the " amount of their ſtipulated commiſſion; that their Accounts are juſt and true; and that " in their tranſactions, they have exerted themſelves in every reſpect to the utmoſt of " their ability for the benefit of the Public."

Oath to be required from Commiſſion Agents.
12th Report, Page 48.

CONTRACTS.

The Commiſſioners of Naval Enquiry make ſundry propoſitions reſpecting Contracts, which it is neceſſary to notice as far as they reſpect the Navy Board.

3rd Report, page 185.
Contracts not to be made liable to a variety of abatements and advances.

They recommend " the doing away the preſent practice of making the prices of " Contracts ſubject to a variety of abatements and advances, which render the ac- " counts to be made out under them complicated, and by multiplying calculations, liable " to error;" they therefore think that " all Contracts which are formed by per- " centage bidding on ſpecific prices, and further agreements for articles which may " be required of Contractors, ſhould form a common ſcale or baſis for the prices, and " that the whole ſhould be liable only to one ſimple per-centage, abatement or ad- " vance, whether it be determined by the Contract or the Warrant of the Public " Board." We are of opinion this is a very proper Regulation, and ought to be adopted in all poſſible caſes.

3rd Report, page 185.
Prices to be reviſed.

They proceed further to obſerve, that " the ſpecified prices of Contracts entered " into for a variety of articles ought to be reviſed, and made proportionable to the " current value;" this they " conceive may always be done in time of Peace, before " the bidding for a new Contract takes place, inſtead of referring to a ſcale of diſ- " proportioned prices in a former Contract, as by that circumſtance, none but thoſe " who have acted under the Contract, and are acquainted with the general con- " ſumption of the articles, charged above or below their current value, can at " all judge of the terms of the propoſed Contract."

Appendix, N° 16.

As we find that during the laſt Peace almoſt all the old Contracts were advertiſed, and new ones entered into, when the principle above ſuggeſted was very generally attended to, it only remains for us to recommend that it be acted upon in all caſes in which a new Contract of the deſcription in queſtion is about to be made.

3rd Report, page 186.
Reference to the Admiralty before advanced prices are granted Contractors, recommended by the Commiſſioners of Naval Enquiry, but not approved by us.

Thoſe Commiſſioners alſo recommend, " that whenever it may be thought right by " any of the Naval Departments to increaſe a Contractor's price, inſtead of ad- " vertiſing for a new contract, the information which may juſtify the propoſed in- " creaſe be laid before the Lords Commiſſioners of the Admiralty, for their conſi- " deration and determination." We ſee no neceſſity for recommending the adoption of this meaſure with regard to the Navy Board, inaſmuch as the information which the Commiſſioners of the Navy may have obtained on the ſubject for the purpoſe of being communicated to the Lords Commiſſioners of the Admiralty, would ſerve to direct their own judgment in deciding upon the juſtice of increaſing a Contractor's prices, equally well as that of their Lordſhips; moreover, as the Navy Board originally entered into all Contracts, on which occaſions the propriety of the prices is left to their determination, we think them the moſt proper perſons to judge of the propriety alſo of any alteration in thoſe prices.

7th Report, Page 560.
Perſons intereſted in contracts propoſed to be named in them, or ſubjected to penalties.
Contracts not to be transferred without permiſſion under a

Thoſe Commiſſioners alſo recommend, " that all perſons having any intereſt in " Contracts to be made with the Public Boards ſhould be named therein, and that all " perſons deriving any benefit from ſuch Contracts, not being named therein, ſhould " be ſubject to certain Penalties; and further, that no Contract or ſhare thereof " ſhould be transferred without the authority and approbation of the Board with " whom it is made; ſuch authority and approbation, together with the aſſignment " of the intereſt, to be noted on the back of the Contract; and that all perſons " transferring any ſhare or intereſt in any Contract, without the authority and appro-

" bation

" bation of the Public Board, and without cauſing a notation thereof, and of the " aſſignment to be made on the back of the Contract, ſhould be liable to a penalty " of Five hundred Pounds." And they further recommend, " that a clauſe ſhould " be inſerted in all ſuch Contracts, by which the Public Board ſhould have power " to declare the Contract void if any of the proviſions before-mentioned ſhould be " tranſgreſſed."

One of theſe propoſitions, viz. That all perſons intereſted in Contracts ſhould be named therein, had been adopted by the Navy Board in 1802. The others, we are of opinion, ſhould be carried into execution, except the one which preſcribes " That all " Perſons deriving any benefit from ſuch Contract, not being named therein, ſhould " be ſubject to certain penalties;" as we have reaſon to think that penalties cannot be made to attach to perſons not named in the Contracts, and of courſe, in the eye of the law, not parties thereto. Appendix, N° 22.

Thoſe Commiſſioners alſo ſtate, " that it appears to them, that it would be advanta- " geous to the Public, if perſons having Contracts with the Public Boards were re- " ſtrained from deriving any profit from the transfer of them, and were not allowed to " transfer them without firſt making oath that they are not to derive any emolument " from the tranſaction." 12th Report, page 52.

Contractors not to derive advantage from transferring Contracts.

We are of opinion that this propoſal ſhould be adopted; but before the Navy Board give their conſent to ſuch transfer, they ſhould ſatisfy themſelves of the competency of the perſon to fulfil the Contract which is propoſed to be transferred to him. And as a further ſecurity for the intereſt of the Public, we recommend, that although the execution of the Contract may be transferred to another perſon, yet that the original Contractor ſhould ſtill be held reſponſible for the fulfilment of it, and be liable to the penalty for the non-performance of it, in caſe the perſon to whom it may be transferred ſhould fail in complying with his agreement.

Thoſe Commiſſioners alſo recommend that a clauſe be inſerted in all Contracts, ſtipulating, that if it ſhould become neceſſary to purchaſe any articles at an advanced price, owing to their not being delivered at the time ſpecified, the Contractors ſhall pay the difference of price, as they conceive it would act more forcibly to the fulfilling of Contracts than any reaſonable penalty that can be attached to the non-performance of them. 9th Report, page 14.

We find that it has been the practice of the Navy Board to inſert a clauſe to that effect in all Contracts to which it is applicable. Appendix, N° 22.

In addition to the foregoing propoſals, we would recommend that all Contracts ſhould be examined by the Solicitor to the Admiralty and Navy, before they are ſigned, in order that the Public may be inſured againſt any advantage which may be taken from their not being drawn up in proper legal form and language; and that previouſly to any Contract being entered into for the ſupply of Stores, the Committee of Stores ſhould make inquiry into the prices which the articles intended to be contracted for bear in the market, and lay all the information they may procure before the Board, as a guide to them in judging of the reaſonableneſs of the tenders that may be made. That Committee ſhould likewiſe report to the Board whenever a reduction takes place in the prices of articles for which there are exiſting Contracts, in order that the Board may give warning to the Contractors, and adverti ſe for new Contracts.

Contracts to be examined by the Solicitor.

Prices of ſtores to be aſcertained by the Committee of Stores.

We would alſo recommend that the expence of Stamps on Contracts entered into by the Navy Board, ſhould be defrayed equally between the Public and the Individual, inſtead of the Public, as is now the caſe, bearing the whole expence.

Expence of Stamps propoſed to be divided between the Public and Contractors.

The Commiſſioners of Naval Enquiry, in their Tenth Report, obſerve as follows, viz. Page 156.

" The practice of the Public Boards, and particularly of the Navy Board, in ap- " plying for ſums under minute heads of Service, and of conſidering ſuch ſums as " appropriated to thoſe Services, inſtead of being applicable to the general Service of " each department, tends very much to increaſe the Treaſurer's Balance unneceſſarily. " The impolicy and diſadvantage of this practice were ſeen by the Commiſſioners for " taking and ſtating the Public Accounts of the Kingdom, and it was recommended " by them in their Third Report, that the practice ſhould be aboliſhed. No meaſures " have, however, been adopted in conſequence of that recommendation, and the Comp- " troller of the Navy ſtates, he does not conceive that much benefit would be derived " from carrying it into execution, as the Navy Board have transferred ſums from one " head of Service to another whenever it has appeared to them neceſſary, which have " been replaced when money has been received on the head of Service to which the

Naval Monies propoſed to be appropriated for general ſervices.

" advance was made. The applying of money iſſued from the Exchequer, to the ge-
" neral purpoſes of each department would not only prevent the irregularity in the
" Accounts, and the unneceſſary trouble occaſioned by the mode of transfer above
" mentioned; but the advantage to be derived therefrom, in leſſening the balance
" which it may be neceſſary to keep in the hands of the Treaſurer, is ſo obvious, that
" we think it expedient that the recommendations of the Commiſſioners of Accounts
" ſhould be carried into execution."

We approve very much of this propoſal, and recommend its being carried into effect as far as may be practicable; but there appears to be an objection, in the Navy Office, to reducing the applications for money for the ſervice of that department to leſs than two general heads, "becauſe the Accounts relating to them are of a nature entirely " diſtinct, and kept in different Offices."

We would therefore recommend, that after the 31ſt of December next, the applications for money be made by the Navy Board on the following heads:

1ſt.—Wages.

2nd.—General Services.

This will not only tend to reduce the balance in the hands of the Bank, (not of the Treaſurer, as the money does not remain in his hands) but would alſo be productive of other advantages; it would be no longer neceſſary to aſſign, that is, to aſcertain and note on each Bill (payable in ready money) the fund out of which it is to be paid, which is now attended with much trouble; and it would alſo be an accommodation to the holders of Bills of Exchange drawn upon the Navy Board, who would not be under the neceſſity, as is now the caſe, of returning the Bills which have been accepted to the Navy Office ſome days before they are due, in order to be aſſigned for payment: this trouble and inconvenience being ſaved to the Bill-holders, it is probable that perſons having occaſion to draw upon the Navy Board would be able to take up money on more advantageous terms for the Public than at preſent.

Although we have recommended that money ſhould be applied for under two heads only, yet it ſeems neceſſary that what is termed the "Treaſurer's Voluntary Charge," by which is meant, money received by him for old ſtores ſold, and other purpoſes, ſhould be kept diſtinct, and be appropriated by particular aſſignments; as it is ſtated to us by the Navy Board, that "payments are frequently directed to be made ſpecifi-
" cally out of this fund by Your Majeſty's ſign manual, and by orders from the
" Lords Commiſſioners of the Treaſury and of the Admiralty."

We have propoſed the firſt of January next as the time for this recommendation to be adopted, in order to afford the opportunity of preparing, in the mean time, the books which it may be neceſſary to introduce, inſtead of thoſe at preſent in uſe.

Widows Men propoſed to be aboliſhed by the Commiſſioners of Naval Enquiry.

The Commiſſioners of Naval Enquiry, in their tenth Report (page 173) ſtate as follows:

" A certain number of fictitious men are borne, under the denomination of Widows
" Men, in all His Majeſty's ſhips in proportion to their complements, and the number
" of Seamen employed at the time; the amount of whoſe wages and proviſions is
" given in aid of a fund for granting penſions to the Widows of Commiſſion and War-
" rant Officers of His Majeſty's Navy."

" Formerly, the penſions to the Widows fluctuated according to the amount of the
" fund, but in the year 1787, His Majeſty was pleaſed to direct that a fixed annual al-
" lowance ſhould be made to the Widows of Warrant Officers, and that when the fund
" ſhould not be equal to the demands made upon it, the deficiency ſhould be made
" good by the Public. As the practice of bearing Widows Men, and calculating the
" annual amount of their wages and proviſions, is attended with much uſeleſs trouble,
" we think it would be adviſable to diſcontinue it, and appropriate annually ſuch ſum
" as may be neceſſary for the payment of the penſions, in addition to the three pence
" in the pound which are deducted from the pay of Officers for that purpoſe. The
" expence will be the ſame, as the deficiency of the fund is now made good by the
" Public, and the eſtabliſhed complements of the different ſhips may be reduced
" according to the number of Widows Men now borne."

We are not of opinion that the practice of bearing fictitious men is attended with much uſeleſs trouble.

The Navy Board ſtate, that "a very ſmall diminution of the buſineſs of the reſpec-
" tive Offices" will be occaſioned by their being relieved from the preparation of the account of the Wages and Victuals of the Widows Men; and the Victualling Board obſerve, that the meaſure propoſed "will occaſion little or no alteration or diminution

" of

" of the Office buſineſs." We therefore do not ſee ſufficient grounds for recommending the abolition of the practice of bearing Widows Men on the books of Your Majeſty's ſhips.

Not conſidered neceſſary by us.

Although the Paymaſter of Widows Penſions is allowed to have, at times, very conſiderable ſums of money in his poſſeſſion (and from the uſe of which the principal part of his emolument is derived) to enable him to make the neceſſary payments, yet we find that he does not give any ſecurity for ſuch money; we therefore feel it our duty to recommend that the Court of Aſſiſtants, who conduct the affairs of this Charity, ſhould require the Paymaſter to enter into ſecurity for the public money entruſted to his charge, unleſs it ſhould be deemed adviſable to have the money of this Office kept in the Bank, as is done in other Offices under Government, and to allow the Paymaſter an adequate ſalary in lieu of the advantages which he at preſent receives from the uſe of the money.

Appendix Nos 61 & 62. £. 45,721 5 8½ Appendix, N° 61.

Paymaſter of Widow's Penſions propoſed to give ſecurity for the Money entruſted to him.

The Commiſſioners of Naval Enquiry, in their eleventh Report (page 491) ſtate, that " by His Majeſty's Order in Council for regulating the Navy Office, dated the " 8th of June 1796, the Comptroller of the Navy is authorized to execute ſuch " Secret Naval Services as may be directed by the Firſt Lord of the Admiralty for " the time being; and after the Services are performed, the Comptroller is required " to communicate his Orders, and his proceedings thereon, to the Navy Board, for " their concurrence. In caſe a majority ſhould diſapprove of any part of his con- " duct, they are to ſubmit the whole, with the reaſons for ſuch diſapprobation, to " the Firſt Lord of the Admiralty, whoſe deciſion thereon is to be conſidered as final. " Upon this Order in Council, Inſtructions were drawn up by the Lords Commiſ- " ſioners of the Admiralty for the conduct of the Navy Board, and they were directed " to conform thereto by their Lordſhips Order of the 17th of Auguſt 1796, in which " there is an omiſſion that they think it right to notice. It is not ſtated in that Order " under whoſe directions or authority the Comptroller is to perform the Secret Ser- " vices therein mentioned; the Order runs thus: ' All contracts are to be made by " the Board at large, thoſe for Secret Services only excepted, which are to be en- " truſted to the Comptroller, who is hereby authorized to execute ſuch duty."

" Whereas, in the Order of Council, after ſtating that Contracts of every kind are " to be made by the Board at large, thoſe for Secret Services excepted, which are to " be entruſted to the Comptroller, it is expreſſed,—' That the Secret Services above " mentioned ſhould be performed *under the authority of the Firſt Lord of the Admiralty* " *for the time being*."

" This omiſſion ſhould be rectified, as they are of opinion it is of conſiderable im- " portance that the ſeveral ſubordinate Boards ſhould have preciſe information, not " only of the extent of the authority veſted in them, but of the authority under which " they are to act. The Navy Board, by their Patent of appointment, are required " to follow ſuch Orders and Inſtructions as they may from time to time receive from " the Lord High Admiral, or the Commiſſioners for executing the office of Lord High " Admiral for the time being, and it does not appear that they are authorized to follow " directions which may be given to them by any other department of Government. " It is, however ſtated by the Comptroller and the Secretary, that the Board have been " in conſtant practice of receiving and following directions from the Lords Commiſ- " ſioners of His Majeſty's Treaſury in certain caſes, which they have enumerated. " It alſo appears, by the Account entered in the Appendix, that Sixteen thouſand " Pounds have been advanced by the Navy Board to Meſſrs. Hammerſley and Co. " for the performance of a Secret Naval Service, which was directed by one of His " Majeſty's principal Secretaries of State. If it be judged expedient that the Navy " Board ſhould follow the directions of any other Department of Government than " that under which they are placed excluſively by their Patent, the Commiſſioners " think they ſhould be furniſhed with ſpecific authority to that effect, and that they " ſhould in no caſe depart from their Inſtructions without the ſanction of the Lords " Commiſſioners of the Admiralty."

We are of opinion that the Comptroller ſhould not perform Secret Services under the authority of any other perſon than the Firſt Lord of the Admiralty for the time being; and ſuch orders for Secret Services to be performed by the Comptroller, as muſt from their nature originate in any other department, ſhould be communicated from ſuch department to the Firſt Lord of the Admiralty, by whom the neceſſary Orders in conſequence ſhould be iſſued to the Comptroller. We are however of opinion, that in certain caſes of money concerns, except thoſe for Secret Services, the

Comptroller propoſed to perform Secret Services under the firſt Lord of the Admiralty only.

Navy Board propoſed to act under the Treaſury in Money concerns.

the Navy Board ſhould act as at preſent, under the directions of the Lords Commiſſioners of the Treaſury.

Commiſſioners of the Navy propoſed to take an Oath on appointment.

As it is uſual for the great Officers of State, and many other perſons employed under Government, to take an oath on their appointment before a Baron of the Exchequer, for the juſt and faithful execution of the duties of their office, we recommend that the Commiſſioners of the Navy ſhould be required to do the ſame.

An annual Viſitation of the Dock Yards propoſed.

We will conclude this part of our Report with ſtrongly recommending that a Committee of three Members of the Navy Board, of whom one ſhould be the Comptroller or Deputy Comptroller, ſhould viſit each of the Dock Yards annually in time of Peace, and alſo in time of War if the Service will admit of it; but that even in War time, three ſucceeding years ſhould not on any account be ſuffered to elapſe without an inſpection of this nature taking place, being fully convinced of the benefit which has reſulted to the Public Service from the Viſitations which have from time to time been made on particular occaſions.

Theſe Viſitations ſhould be at uncertain times, and without previous notice, in order that the ſtate in which the Dock Yards are uſually kept may be judged of.

The attention of the Committee ſhould be directed to ſee that the Inſtructions under which the Officers have acted, and that the ſtanding Orders which have been iſſued ſince the laſt Viſitation have been carried into execution in a proper and uniform manner in all the Yards; they ſhould enquire into, and judge of the effect produced by thoſe Inſtructions and Orders, and correct any irregularities which may be diſcovered.

6th Report, page 60.

The Committee ſhould alſo obſerve, as recommended by the Commiſſioners of Naval Enquiry, that the Officers of the Yards are capable of performing the duties required of them, or ſhould point out ſuch as they may conceive ought to be ſuperannuated, or removed from their ſituations. They ſhould cauſe the Workmen to be muſtered in their preſence, and take care that no infirm and uſeleſs Men be retained in the Service, and ſhould likewiſe extend their enquiries to every part of the order, œconomy, and diſcipline of the Yard.

The Committee ſhould make a diſtinct and ſeparate Report to the Navy Board on each Dock Yard, and a copy of the Report ſhould be forwarded to the Lords Commiſſioners of the Admiralty.

SALARIES OF THE COMMISSIONERS.

Claims for an increaſe. Appendix, N° 7.

The Lords Commiſſioners of the Admiralty have, among other papers, referred to us a Memorial, which the Commiſſioners of Your Majeſty's Navy have preſented to their Lordſhips, complaining of the inadequacy of their Salaries compared with the important duties with which they are entruſted: They ſtate, that, owing to the increaſe in the price of all neceſſaries of life, their Salaries are now too low for perſons in their ſituations; that the Commiſſioners of other Public Boards, whoſe attention to buſineſs is not by any means ſo laborious as that of the Commiſſioners of the Navy, and whoſe duties are not of ſo great importance to the Public, have received augmentations to their Salaries, while the emoluments of thoſe of the Navy Board have rather been diminiſhed than encreaſed within the laſt twenty years.

Appendix, N°s 7 & 76.

That although Two hundred Pounds per annum were added to their Salaries in 1796, (which before that time were Eight hundred Pounds per annum) yet that the long eſtabliſhed privileges, of which they were then deprived, amounted to more than the ſuppoſed equivalent they received; ſince which time, their cuſtomary allowance of Ninety Pounds per annum for coals and candles has alſo been aboliſhed. They likewiſe ſtate, that their duties have become much more laborious than they were formerly, requiring their unremitting attention.

Appendix, N° 1.

In the year 1796, the Salaries of the reſpective Members of the Navy Board were fixed at the following ſums:

Preſent Salaries and Allowances.

Comptroller - - -	£.1,500. per annum.
Deputy Comptroller - -	1,200 - -
Each of the other Commiſſioners	1,000 - -

Appendix, N° 73.

The Comptroller, Deputy Comptroller, and four ſenior Commiſſioners, whether Naval or Civil, were each of them allowed a houſe, and the ſum of Ninety Pounds per annum for coals and candles.

Appendix, N° 72.

The Comptroller had alſo an allowance of One hundred and ſeventy Pounds per annum for houſe rent, and One hundred and eighty-two Pounds ten Shillings for

Half

Half-pay, as an Officer in the Navy. The four junior Commiſſioners had no houſes, nor any allowance for houſes, rent, coals, or candles. Appendix, N° 74.

In 1801, the Salary of the Comptroller was increaſed to Two thouſand Pounds per annum, and his allowance of One hundred and ſeventy Pounds per annum for houſe rent was diſcontinued; in the ſame year, he, as well as the other Members of the Board, who were allowed houſes, were deprived of the allowance of Ninety Pounds per annum for coals and candles: in other reſpects, the ſalaries and advantages of the Commiſſioners remain unaltered. Appendix, N° 77. Appendix, N° 26. Appendix, N° 76.

Salaries of the Commiſſioners of the Board propoſed to be increaſed.

As we conſider the claims of the Commiſſioners of Your Majeſty's Navy to be well founded, particularly in what reſpects the great increaſe of their duties, we are of opinion that their Salaries ſhould be augmented. We would therefore propoſe, that the junior Commiſſioners ſhould have Salaries of One thouſand two hundred Pounds per annum each; that the firſt Commiſſioners of the Committees of Accounts and Stores (who will have greater reſponſibility, and more duty to perform than the other Members of thoſe Committees) ſhould have an additional allowance on that account; that the Deputy Comptroller and Surveyors ſhould alſo receive an increaſe; but that the Salary of the Comptroller, which was raiſed to Two thouſand Pounds per annum in 1801, ſhould remain at its preſent amount, and that no half-pay or compenſation in lieu thereof, nor any other allowance whatever, except the uſe of a houſe, ſhould be made to him.

Patent appointing the Navy Board.

The Salaries of the Commiſſioners of the Navy reſident at the Out-Ports of England, as well as thoſe at the Foreign Yards, alſo deſerve conſideration. The Commiſſioners at Chatham, Sheerneſs, Portſmouth, and Plymouth, have now One thouſand Pounds per annum each, the ſame as the junior Members of the Board.

Salaries of the Commiſſioners of the Out-Ports propoſed to be increaſed.

The Commiſſioners at Chatham, Sheerneſs, and Plymouth, we would propoſe ſhould be allowed the ſame ſalaries as thoſe recommended for the junior Members of the Navy Board, but that the Commiſſioner at Portſmouth ſhould have One hundred Pounds per annum more than the other Commiſſioners, in conſideration of the additional expence, which he is unavoidably put to, owing to the number of Foreigners and other perſons of diſtinction who frequently viſit that Arſenal, as well as on account of the additional trouble which will be impoſed upon him by the adoption of the recommendation contained in our Third Report, for binding the ſuperior claſs of Apprentices to him.

Salaries of the Commiſſioners abroad propoſed to be increaſed.

We are of opinion the Salaries of the Commiſſioners reſident at Gibraltar, Malta, Jamaica, and Antigua, which are now One thouſand two hundred Pounds per annum, ſhould be increaſed to One thouſand four hundred Pounds per annum, in conſideration of the great expence of living at thoſe places, but that the Salary of the Commiſſioner at Halifax, where the expence of living is reaſonable, ſhould remain the ſame as at preſent, namely, One thouſand two hundred Pounds per annum.

Coals and Candle not to be allowed.

No coals or candles, nor any compenſation in lieu thereof, ſhould be allowed any of the Commiſſioners.

According to the foregoing principles, we recommend the following ſcale of Salaries for the Members of the Navy Board, the Commiſſioners at the Out-ports in England, and at the ſeveral Foreign Yards; viz.

	Preſent.		Propoſed.
Comptroller	£. 2,000. per annum and 182. 10. half-pay and a houſe		£. 2,000. per ann. and a houſe.
Deputy Comptroller	1,200. and a houſe		1,500. Ditto.
Firſt Surveyor	1,000.	The four ſenior Members of the preſent Board are allowed houſes.	1,400. Ditto.
Civil Architect and Engineer	1,250.		1,400. no houſe.
Firſt Commiſſioner of Committee of Accounts	1,000.		1,300. and a houſe.
Ditto, Committee of Stores	1,000.		1,300. Ditto.
The other Commiſſioners, including the Second Surveyor, who is to be allowed a houſe	1,000.		1,200.
Commiſſioners at Chatham	1,000.		1,200.
Sheerneſs	1,000.		1,200.
Plymouth	1,000.		1,200.
Portſmouth	1,000.		1,300.
Commiſſioners - Abroad	1,200.		1,400.
Halifax	1,200.		1,200.

SECRETARIES.

Next to the Duties and Emoluments of the Commiſſioners, we ſhall proceed to ſtate thoſe of the Secretaries.

Secretary to the Board.

Appendix, N° 1.

Agreeably to the ſuggeſtions of the Commiſſioners of Enquiry in their Fifth Report, dated 14th February 1788, the ſeparation of the Office of Secretary from that of the Clerk of the Acts, (which latter was originally conſidered as the principal inſtrument of the Board) was carried into effect in the year 1796. The duty of the Secretary is

His Duties.

"to attend the Board, take Minutes, ſee to the diſpatch of the Board's Orders, take "care of the Board's Minutes, ſee that the whole be duly regiſtered, and be reſponſible "for the ſecret and due execution of the buſineſs of that department."

The Commiſſioners in 1788, propoſed that this Officer, or his Aſſiſtant, ſhould conſtantly attend at the Committee of Correſpondence, and act as Secretary thereto; and agreeably to this recommendation, the chief Clerk in the Secretary's Office, by Your Majeſty's Order in Council of 8th June 1796, is required "to act as Deputy Secre-"tary, and to be Aſſiſtant to the Principal in all matters;" but the duties he has to perform as chief Clerk, have, from the beginning, been ſuch as to prevent his affording the Secretary any aſſiſtance whatever, conſequently the duty of attending to the Committee of Correſpondence has fallen wholly upon the Secretary, in addition to that of attending the Board; and in the execution thereof, the Navy Board have found it neceſſary to allow him the aſſiſtance of a junior Clerk in his Office.

Appendix, N°s 15 & 17.

Duties of the Secretary too great.

Appendix, N° 15.

An aſſiſtant Secretary propoſed.

Since 1796, at which time even it was conſidered neceſſary that the Secretary ſhould be aſſiſted in tranſacting the duties of his Office, we find that the buſineſs has ſo greatly increaſed as to make it highly expedient to carry fully into effect the intention of appointing an aſſiſtant Secretary, (which has hitherto been unavailable) not only to prevent the buſineſs as at preſent conducted from falling into arrear, which with the means now afforded, it is ſaid cannot be avoided, but alſo to provide for the execution of the additional buſineſs which will be occaſioned to the Secretary by the enlargement of the Navy Board, and the mode of conducting the buſineſs which we have thought it right to recommend, in particular that of recording in the Minutes the grounds upon which deciſions of importance have been made.

Appendix, N°s 13. 15 & 17.

Appendix, N° 15.

For the purpoſe therefore of enabling the aſſiſtant Secretary to afford that aid to the Secretary which has now become indiſpenſable we would propoſe that the former ſhould be wholly relieved from the duties of chief Clerk, attend conſtantly in the Board-room, and be Aſſiſtant to the Principal in all matters, unleſs it ſhould be conſidered proper to divide the duties between them; upon the mode of doing which, the Navy Board will be fully able to determine, to whoſe deciſion it ſhould therefore be left. We would however recommend, as part of the duty of the aſſiſtant Secretary, that when a regular digeſt or code of ſtanding Regulations for the government of the Civil Department of the Navy ſhall be delivered into the hands of the Navy Board, he ſhould be required to keep it regularly up for the future.

Salary of the Secretary propoſed to be increaſed.

The ſalary of the Secretary is propoſed by the Commiſſioners in 1788, to be Two hundred Pounds per annum more than that of the junior Members of the Navy Board, on account of the unremitting attention required, and confidence repoſed. We agree in the propriety of this recommendation, and therefore propoſe that he be allowed One thouſand four hundred Pounds per annum, with a houſe attached to his Office; but his preſent allowance of Ninety Pounds a year for coals and candles ſhould be aboliſhed.

Salary of the aſſiſtant Secretary.

The aſſiſtant Secretary ſhould have eight hundred Pounds per annum.

Appendix, N°s 6 & 12.

By Your Majeſty's Order in Council of 8th June 1796, the Chief Clerk in the Office for Bills and Accounts was required to act as Secretary to the Committee of Accounts. The duties however of both theſe ſituations were ſoon found to be too much for one Perſon to perform, it therefore became neceſſary, very ſhortly after that regulation was eſtabliſhed, to relieve the Chief Clerk in the Office for Bills and Accounts from the duty of acting as Secretary to the Committee, and to appoint a junior Clerk in that Office, to attend the Committee in that capacity; the duties which the Secretary to the Committee of Accounts has to perform are of ſo important a nature, that, inſtead of their being entruſted to a junior Clerk, we are of opinion the Secretaryſhip to the Committee of Accounts ſhould be a ſeparate appointment, and that in every vacancy, the Perſon who is to fill it ſhould be ſelected by the Committee of Accounts from among the moſt able and induſtrious Clerks in the departments under that Committee, without regard to ſeniority, and recommended as ſuch to the Navy Board for confirmation. The Salary of Eight hun-

Appendix, N° 12.

Secretary to the Committee of Accounts propoſed.

His ſalary.

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dred Pounds per annum, propoſed by the Commiſſioners of the Navy, appears to us proper for ſo laborious and confidential a ſituation. Appendix, N° 12.

The united duties of Secretary to the Committee of Stores, and Chief Clerk in the Office for Stores, are required, by Your Majeſty's Order in Council of 8th June 1796, to be performed by one Perſon.

In the inſtances that have before come under our review, in which an attempt has been made to have the duties of two Offices executed by one Individual, the endeavour has failed; the buſineſs of one of the Offices has either, from neceſſity, been neglected, or recourſe has been had to partial meaſures not equal to the urgency of the caſe. Secretary to the Committee of Stores propoſed to be relieved from the duties of chief Clerk in the Office for Stores.

In the preſent inſtance, we are of opinion it would be attended with advantage, and therefore propoſe to relieve the preſent Secretary to the Committee of Stores from the duties of Chief Clerk in the Store Office, which he has now to perform.

The conſtant preſence of a Secretary in each Committee is manifeſtly neceſſary, and proviſion has already been made for one in the Committees of Correſpondence and Accounts; but, without the meaſure we have now recommended, the Secretary to the Committee of Stores cannot devote that attention to this Committee which the duty of a Secretary requires.

He ſhould be ſelected by the Committee of Stores from the Office for Stores, and recommended to the Board for confirmation. His Salary ſhould be Eight hundred Pounds per annum, the ſame as the Secretary to the Committee of Accounts. His ſalary.

OFFICES.

The duties of the ſeveral Offices under the Navy Board come now to be conſidered; each Office is placed under the ſuperintendence of one or other of the three Committees; viz.

Under the ſuperintendence of the Committee of Correſpondence:
- The Secretary's Office, and Petition Office.
- Ticket Office.
- Allotment Office.
- Contract Office.
- Surveyor's Office.

Under the ſuperintendence of the Committee of Accounts:
- The Office for Bills and Accounts, in which are executed the duties now propoſed to be transferred to a ſeparate branch, to be called the Office for examining Foreign Accounts.
- Office for examining the Treaſurer's Accounts.
- Office for Seamens Wages.
- Office of the Receiver of Fees, and Paymaſter of Contingencies.

Under the ſuperintendence of the Committee of Stores:
- The Office for Stores.
- Office for examining the Storekeeper's Accounts.
- Office for Slops.

We ſhall detail the duties of each of theſe Offices as they appear in the Statements furniſhed us, at our deſire, by the Navy Board, and propoſe ſuch alterations therein as may appear to be proper.

Offices under the ſuperintendence of the Committee of Correſpondence:—

SECRETARY'S OFFICE.

" The duties of the Secretary's Office conſiſts in writing all the Letters and War- Duties.
" rants, ordered by the Board and Committees, to the Admiralty, Treaſury, Trea-
" ſurer of the Navy, and all the Public Boards; to the Commiſſioners and Officers
" of all the Dock and Rope Yards at home and abroad; to the Admirals, Captains,
" and Officers of His Majeſty's Navy, and to the Officers employed in the Impreſs, Sea
" Fencible, and Signal Station ſervice in England and Ireland; to all perſons who
" are under contract with the Board for the ſupply of Stores, and hire of Veſſels for the
" uſe of the Navy; to the Solicitor, to Merchants, and to Conſuls abroad, and in fact, to
" every one who may hold a correſpondence with the Board; in making duplicates,
" and occaſionally triplicates of all Warrants and Letters to the Officers of the Dock
" Yards, and others abroad; in keeping entries of all the before-mentioned letters
" and orders, which are alſo regularly margined and indexed, for the purpoſe of afford-
" ing eaſy reference to all the foregoing correſpondence; in regulating and conducting

" the

" the ſupply of Stationary and printed forms and papers to Admirals, to the Of-
" ficers of His Majeſty's ſhips, and to the Officers of the Dock Yards at home and
" abroad; in keeping records of the minutes of the Board, and of the Committees of
" Correſpondence and of Stores, and making copies of ſuch as contain directions
" or information for the ſeveral Offices; all Admiralty appointments of Officers in
" the Dock Yards, and of Warrant Officers of ſhips, are recorded in this Office,
" and warrants given for their entry. The Bonds given by the Officers of the Yards,
" and other Perſons, on their appointments, are made out, executed, and depoſited
" in the Secretary's Office. All patents of appointments of the Lords of the Admi-
" ralty, Treaſurer, and the Commiſſioners of the Navy, are entered in the ſame Office.
" The duty of this department further conſiſts in the acceptance of Bills of Exchange
" drawn upon the Board; keeping the liſt of Maſters; making out and regulating
" the appointments of Maſters for Ships or Harbour duty, alſo Sailmakers, Cooks,
" Caulkers, and Ropemakers; examining claims, and making out bills for His Ma-
" jeſty's gratuity to the relatives of Officers and Seamen ſlain in fight with the
" enemy: in abſtracting and keeping records of all Admiralty and Treaſury orders
" and letters, and ſending copies to the Committees or Officers to which they relate;
" examining papers delivered in by Captains, Lieutenants, and Maſters, for the pur-
" poſe of paſſing their Accounts, and making out certificates for their pay: in making
" out certificates of refuſal of ſuch prize ſhips, offered for His Majeſty's Service, as
" may not be conſidered fit for the Navy; and in diſtributing the periodical returns,
" received from the different Yards at home and abroad. All letters and papers re-
" ceived by the Board (except thoſe relating to the Allotment Office) are indorſed,
" and depoſited in the Secretary's Office, ſo that they may be eaſily referred to, and all
" queſtions from the Board, and the Committees, may be readily anſwered. Papers
" on matters of experiment, &c. are kept regularly and ſeparately from others,
" with a view that they, in like manner, may be the more readily referred to. The
" certificates and papers required from Midſhipmen, who are to be examined
" for Lieutenants, are delivered and regulated in this Office, and the certificates of
" their qualifications are made out and entered here. A collection is kept of all
" ſtanding Orders giving to the Officers of the Dock Yards and Naval Eſtabliſhments;
" an account of the poſtage of all letters to and from the Office, and certificates of
" the expenditure of money on that account are granted to the Paymaſter of Con-
" tingencies: alſo an account of the Fees payable, according to Order in Council,
" upon inſtruments made out in the Secretary's Office, in order to check the Accounts
" of the Receiver of Fees. In the Secretary's Office, alſo, all papers are copied
" which are neceſſary to be forwarded to other Public Boards, to the Officers of His
" Majeſty's ſhips and Dock Yards, and to the various departments of this Office."

Number of Clerks on the Eſtabliſhment inſufficient. Appendix, N° 12.

In the repreſentation from the Navy Board to the Lords Commiſſioners of the Admiralty, dated the 14th January 1805, reſpecting the Eſtabliſhment of the Navy Office, which their Lordſhips have referred to our conſideration, the number of Clerks on the eſtabliſhment of the Secretary's Office is ſtated to be too few to conduct the increaſed correſpondence of the Navy Board in a proper manner; and, from the enquiries we have made, we agree in the neceſſity of adding to the number now allowed by the Eſtabliſhment.

The number of Clerks propoſed for this Office by the Commiſſioners of Naval Enquiry in 1788, was fourteen, beſides a Librarian, and Clerk of the Petitions; the number at preſent on the Eſtabliſhment is only twelve; two Clerks having been taken from the original number to tranſact the buſineſs relating to Contracts, formerly executed in the Secretary's Office, but which, in 1803, was very properly formed into a diſtinct branch.

Reaſons for increaſing the number of Clerks. Appendix, N°s 12. 13. 15 & 17. Buſineſs doubled.

From 1796, when the number of Clerks propoſed by the Commiſſioners of Enquiry, for this Office, was eſtabliſhed, to the preſent time, the buſineſs has gradually increaſed, until it has now become nearly double.

The Navy Board have therefore been obliged to employ twelve extra Clerks, beſides requiring the attendance of all the Clerks much beyond the uſual office-hours (and for which extra duty they are allowed additional pay) to prevent the buſineſs from going into arrear.

The proportion of extra Clerks too great.

A temporary increaſe of buſineſs may make the hire of extra Clerks, to a certain extent, neceſſary and expedient; but when that increaſe becomes permanent, permanent means muſt be adopted to provide for its due execution.

When the number of extra Clerks, as in the preſent inſtance, is very conſiderable, the chance of being entered on the Eſtabliſhment is ſo remote, that it cannot be expected that young men of good education and abilities will wait that event.

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As ſoon therefore as they have acquired a knowledge of the buſineſs of the Office, and begin to be profitable ſervants of the Public, finding their expectations diſappointed, they naturally turn their attention to other more advantageous purſuits.

Number of Clerks on the Eſtabliſhment propoſed to be increaſed.

We would therefore recommend, that the number of Clerks on the eſtabliſhment be increaſed from twelve to nineteen, (including the two propoſed to be added to it from the Office of the Inſpector General of Naval Works) and that the number of extra Clerks be conſequently reduced in proportion.

The buſineſs of this Office proceeds from four different ſources, namely, the Board, the Committee of Correpondence, the Committee of Accounts, and the Committee of Stores.

Duties of the chief Clerk too great.

To ſuperintend with effect ſo voluminous a correſpondence, carried on by four-and-twenty Clerks, which, as we have before obſerved, has nearly doubled ſince 1796, we find is more than one perſon can poſſibly accompliſh; we therefore recommend that the duties of the chief Clerk be divided. Appendix, N° 17.

Propoſed to be divided.

The ſuperintendence of the execution of the correſpondence of the Board and of the Committee of Correſpondence, we propoſe to remain with the chief Clerk (who ſhould be ſtyled the Firſt Chief Clerk) and that of the Committee of Accounts and Committee of Stores to be confided to a Clerk to be appointed for that purpoſe, under the denomination of Second Chief Clerk, who ſhould, however, be under the controul of the firſt Chief Clerk: and that for this purpoſe, ſuch apportionment of Clerks, under the direction of the firſt and ſecond Chief Clerks, be made at the diſcretion of the Board, as the extent of the buſineſs may from time to time require.

This diviſion of labour, we conceive, will enſure diſpatch and correctneſs, points of the utmoſt importance in conducting an extenſive correpondence, for which the chief Clerks ſhould be held reſponſible.

It ſhould alſo be the duty of theſe Clerks to lay before the Board and Committees, on the firſt day of each month, an account of all letters unanſwered, orders unexecuted, and all omiſſions which may appear in the receipt or tranſmiſſion of papers.

Minutes.

The Minutes of the Board and of each Committee ſhould be kept in the Secretary's Office, thoſe of the Board and of the Committee of Correſpondence by the firſt chief Clerk; and thoſe of the Committees of Accounts and Stores by the ſecond chief Clerk; which will correſpond with the diviſion of the buſineſs we have propoſed.

We have before recommended, when ſpeaking of the duties of the Secretaries, that the grounds on which reſolutions of importance have been formed ſhould be inſerted in the Minutes. We have now further to propoſe, that there ſhould be an Index to the Minute-books, in order to afford the means of eaſy reference, as from the difficulty which is experienced for the want of an Index, the Minutes are at preſent found ſcarcely of any uſe. Appendix, N° 17.

Experiment-Book.

A very uſeful book was formerly kept in this Office, called The Experiment-Book, in which were entered the nature and reſult of all experiments that were made; by means of which, among other advantages, whenever any experiments were propoſed, it might readily be ſeen whether they were ſimilar to, or in what reſpects they differed from, any which might have already been tried; thereby enabling the Board to judge of the propriety of further trial being made. Appendix, N° 17.

We underſtand that this book has for ſome time paſt been diſcontinued, owing in a great degree to the eſtabliſhment of this Office, being upon too limited a ſcale to keep pace with all the duties to be performed in it; but as we have now propoſed an eſtabliſhment adequate to thoſe duties, we ſtrongly recommend this uſeful book being immediately reſumed, and brought up for the intermediate period as ſoon as poſſible. Appendix, N° 17.

This book ſhould be kept for the particular uſe of the Board, and ſhould contain references to the original papers in the Secretary's Office, which are very properly kept ſeparate from any others.

Regiſter of Papers propoſed to be kept.

For ſo extenſive a correſpondence as that of the Navy Office, we are alſo of opinion it would be a great advantage if a regiſter were kept of all papers received, (to be regularly numbered) in order to aſcertain the time of delivery, as well as to afford a greater facility in referring to them.

Bills of Exchange.

Bills of Exchange for Officers pay are at preſent delivered at the Allotment Office, and all other Bills of Exchange are lodged in the Office of the Secretary, and when theſe Bills have been examined and returned to thoſe Offices, they have the acceptance on them ſigned by the Secretary.

Inconvenience to the Public attending the preſent mode of accepting them.

Inconvenience has however been experienced from there being two Offices for receiving Bills for acceptance. Individuals holding Bills cannot be ſuppoſed to know

the minute official diſtinction between thoſe drawn for Officers pay, which, according to preſent uſage, muſt be delivered in one Office, and thoſe drawn for other purpoſes which are required to be left in a different Office; inſtances indeed have occurred of bills having been proteſted in conſequence of their having been taken to the wrong Office.

Appendix, N° 23.

Remedy propoſed.

We are of opinion that every poſſible facility ſhould be afforded to the Public in theſe caſes, and therefore recommend that all Bills of Exchange be received for acceptance, and regiſtered in the Office for Bills and Accounts, which appears to us to be a more proper Office than either the Allotment Office or that of the Secretary.

Abſtracts of correſpondence propoſed to be kept.

We think that it would be very advantageous to form and keep abſtracts in the Secretary's Office, of the correſpondence which paſſes on ſubjects of importance, with proper references to the original Documents.

The connected view of the different ſubjects which theſe abſtracts would afford would ſave much of the time of the Board, which is now conſumed in unneceſſary reſearches into the whole of a very voluminous correſpondence; whereas, by means of theſe abſtracts, the whole of the ſubject matter might be contained in a ſheet or two of paper. Every year theſe abſtracts ſhould be arranged, indexed and bound, when they would ſerve as a uſeful record for future reference.

We ſhall defer ſpeaking of the Salaries of the Clerks in this and the other Offices, until we come to a ſubſequent part of this Report.

To the Department of the Secretary's Office is attached the

PETITION OFFICE.

Duties.

" The duties of this Office are to draw out Petitions for Sailors and poor people, " who may have occaſion to addreſs the Board on the ſubject of their Pay or Wages; " to attend to applications for the removal of R's from againſt their names on Ship's " books; and to obtain from them Certificates of ſervitude in the Navy, for the " purpoſe of procuring them the licence to ſettle and carry on trades or buſineſs in " cities, &c.; and to aſſiſt theſe poor people in their claims and applications, with " the view to prevent delay and inconvenience to them, from their not knowing how " and where to apply for information, &c. The Petition Clerk is alſo employed in " caſes where Ships have been ſold out of, or purchaſed into the Service, and are " deficient in papers to transfer their Regiſters, &c. to obtain freſh Regiſters for them " from the Cuſtom-houſe."

Means propoſed for facilitating the application of ſtrangers.

For the convenience of individuals, in their application to the numerous departments of the Navy Office, as well as to prevent interruption to the Clerks in the proſecution of their buſineſs, we recommend that it ſhould be the duty of the Petition Clerk to receive ſuch applications, to inquire into any unneceſſary delays in executing the Orders of the Board, in which the intereſts of ſuch individuals are concerned, and in particular caſes which require a more cloſe attention, to direct or accompany them to the proper departments, and aſſiſt them in removing ſuch difficulties as may ſtand in the way of their juſt expectations.

As it is neceſſary that the perſons holding this ſituation ſhould poſſeſs a general knowledge of the buſineſs of the Office, which can be more readily acquired in the Secretary's than in any of the other Offices, from the communication which the Clerks in that Office muſt neceſſarily have upon all ſubjects with the other departments, we recommend that the Petition Clerk ſhould be ſelected from the Secretary's Office whenever a vacancy ſhall happen, if a perſon in that Office, fit for the ſituation, can be found to accept it, otherwiſe from one of the other Offices.

Appendix, N° 15.

The Petition Clerk will find no difficulty in performing this duty, in addition to what he has at preſent to attend to, as Petition Clerk, as the latter has not been found ſufficient to occupy the whole of his time, and he has therefore been employed in the Secretary's Office. He ſhould in future be ſtyled " Clerk of Enquiry and Petition Clerk."

TICKET OFFICE.

Duties.

" The duties of the Ticket Office are, preparing and forming Accounts called for " by Parliament, and the Admiralty Board, and reporting to the Navy Board on " divers matters; comparing and adjuſting the Marine Embarkation and Effective " Liſts by the Ship's books and Muſter-rolls; examining, tracing, preparing and ad- " juſting the Pay-books of His Majeſty's Ships and Veſſels, by the Muſter-books for " Payment, and making out Pay-books for Ships loſt and taken: preparing, caſt- " ing and adjuſting the Half-pay Liſt, and entering Officers thereon, when omitted in

" the

" the general Liſt tranſmitted from the Admiralty; examining, checking and adjuſting " Purſers Victualling-books, Slop, Tobacco, and Bed-liſts, by the Muſter, and Slop- " books of His Majeſty's Ships and Veſſels: preparing, adjuſting and caſting the pay " and allowances of Admirals, Captains, Lieutenants, Maſters, Surgeons and Chap- " lains; preparing the Account of the number of Seamen and Marines borne and " muſtered in the Royal Navy; entering Warrant Officers in the annual Liſt, and " Liſt of Officers; examining Prize Liſts by the Muſter-books; attending the payments " and recalls of His Majeſty's Ships and Yards at Portſmouth, Plymouth, Chatham, " Sheerneſs, Deptford, Woolwich, and Town; caſting the wages and defalcations due " upon Ships-books, and the expence of Officers and Shipkeepers of Ships borne " in ordinary; towards preparing the debt of the Navy; adjuſting the mode of pay- " ment on the numerous applications of the Captains and Commanders of His Ma- " jeſty's Ships and Veſſels, who apply for the wages of men ſerving on board their " reſpective Ships, and ſignifying the manner in which the various Petitioners to the " Board ſtand upon the Ships-books; certifying the time of ſervice of Petty Officers " and Seamen; to paſs an examination for Lieutenants and Warrant Officers, alſo the " time of ſervice of Warrant Officers applying for ſuperannuation; ſearching Ship's " books, and anſwering letters of enquiry, for the information of Officers, Seamen " and Marines, or their legal repreſentatives, as well as all claims from the Inſpector " of Seamens Wages; endorſing, entering, preparing and caſting Foreign remove, " dead, and unſerviceable mens tickets, for aſſignment; making out extracts from the " Pay-books, for the payment of parties applying for their wages; alſo writing for " extracts from and to the Out-ports, to pay parties making the ſame application, and " ſetting them off on the Pay-books; examining and entering Muſter and Slop-books, " and Pay-liſts; entering Admiralty and Navy Board's Orders and Minutes; copying " Admiralty Orders for the Out-ports, and tracing men referred from the Pay-table, to " prove their identity; preparing the annual Eſtimate of the money due to Widows Men " borne on the books of His Majeſty's Ships and Veſſels in ſea-pay, for the Paymaſter of " the Widows charity; making out quarterly Accounts of the deductions abated from " the Officers of the ſeveral Yards, for payment of His Majeſty's Civil Liſt; extracting, " examining and entering dead mens clothes bills; adjuſting the certificates given to " Surgeons, to entitle them to the allowance of free gift due prior to the 22d Janu- " ary 1805, which will ſoon ceaſe; tracing and certifying claims for prize-money, re- " ferred from the Directors of Greenwich Hoſpital; entering and examining Maſters " Certificates for Pilotage; entering Officers and Seamen on the Liſt of Arrears, and " claims for payment on the Yard-liſt of Arrears; examining the monthly books, " and Slop-books, and ſtating the failures, if any, when they differ with the rules en- " joined in the general printed inſtructions; certifying the time that artificers, occaſion- " ally employed in caulking and careening Ships in Foreign ports, are borne on the " Muſter-books; examining applications for men claiming bounty; making up the " quarterly payments of the Yard, in order to allow the Treaſurer ſuch Payments."

Number of Clerks.

The number of Clerks on the eſtabliſhment of this Office is twenty, beſides which there are ten extra Clerks employed; although the number of extra Clerks in this Office is great, yet conſidering the reduction which muſt take place in the buſineſs of this Office in time of peace, we are of opinion, that it would not be adviſeable to increaſe the number of eſtabliſhed Clerks.

Appendix, N° 19.

Duties of the chief Clerk too great.

We find that in this Office, the ſame as in the Secretary's Office, it is impoſſible for the chief Clerk effectually to ſuperintend the whole of the buſineſs tranſacted by the numerous Clerks employed under him. We would therefore recommend, that the ſame expedient be reſorted to as we have propoſed in regard to the Secretary's Office; namely, that the chief Clerk ſhould be called Firſt Chief Clerk, and that a ſecond Chief Clerk ſhould be appointed to ſuperintend the execution of ſuch portion of the buſineſs in the Office, as can, in the opinion of the Navy Board, be moſt conveniently aſſigned to him.

Appendix, N° 19.

Propoſed to be divided.

Clerks at the Out-Ports.

It is neceſſary for ſome of the Clerks from this Office to be reſident at Chatham, Sheerneſs, Portſmouth and Plymouth, to attend the payment of wages to the crews of Your Majeſty's Ships, in conjunction with Clerks from the Office for Seamens wages, and from the Office of the Treaſurer of the Navy. For this ſervice, an extra allowance of Seven Shillings per day is made to each Clerk; but as the Clerks from the Office of the Treaſurer of the Navy, employed on the ſame ſervice, are allowed only Five Shillings a day, and as we intend to propoſe an augmentation in the Salaries of the Clerks in the Ticket Office, we are of opinion that Five Shillings a day will be a ſufficient remuneration for the extra trouble and expence attending their employment at the Out-ports.

Appendix, N° 6.

The

The Navy Board ſhould, from time to time, fix upon the Clerks whom they may conſider the moſt proper to be ſent on this ſervice, upon a due conſideration of the comparative importance of the duties to be performed at the Out-ports, and in Town.

Appendix, N° 19.

Private Fees on Prize Liſts propoſed to be abolithed.

Notwithſtanding the abolition of Fees, it has been uſual, on ſpecial occaſions, to allow the Clerks of this Office to be remunerated by Prize Agents, for making out Prize Liſts from the Muſter-books out of office-hours, a practice which ought to be diſcontinued. It ſhould be conſidered a part of the duty of the Clerks to make out Prize Liſts when authorized by the Board; and the Fees thereon, which we ſhall inſert in the Table of Fees hereafter mentioned, ſhould be received for public purpoſes.

Liſt of Abſentees not neceſſary to be kept in this Office.

By Your Majeſty's Order in Council of the 21ſt of May 1801, the Commanding Officers of Your Majeſty's Ships are required, at the time of muſtering a Ship of War, to deliver to the Clerk who muſters her Crew, "a Liſt, ſigned by himſelf, of "all the Abſentees who are entitled to proviſions, and not checked;" and by the ſame Order in Council, the Clerks of the Cheque of Your Majeſty's Yards are required to tranſmit copies of ſuch Liſts to the Admiralty and Navy Offices, as their Vouchers for not checking the perſons mentioned in them, though abſent at the time of muſter.

Appendix, N° 19.

As the Men mentioned in theſe Returns are not checked of their proviſions, we find that theſe Accounts are of no uſe in the Ticket Office although neceſſary to be ſent to the Admiralty Office. The Clerk of the Cheque ſhould therefore retain in his poſſeſſion the liſt of Abſentees now ſent to the Ticket Office, as his Vouchers for not checking the perſons mentioned therein, inſtead of ſending them to the Navy Office.

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By the Tenth Report of the Commiſſioners of Naval Enquiry, it appears that none of the Pay-books of Your Majeſty's Ships, opened ſince the 31ſt December 1785, have been made up; on this ſubject, thoſe Commiſſioners obſerve as follows:

Ships Pay-books propoſed by the Commiſſioners of Naval Enquiry to be made up.

"The mode of making up the Pay-books of His Majeſty's Ships, prior to 29th "March 1781, was a complete check upon the payment of all wages, as, till then, "it had been the practice to carry the prompt payments made by remittance Bills, "Pay Liſts, and Tickets, to the Ships books upon making them up, in order to "the Treaſurer's being finally acquitted. At the period above-mentioned, the "Navy Board directed that the prompt payments ſhould not in future be ſet off "on the Pay-books, but that they ſhould be carefully examined with them, and "be allowed to the Treaſurer upon his monthly Certificates. From an attentive "peruſal of the Act of the 25th of His preſent Majeſty, cap. 31. it appears to be "the intention of the Legiſlature, that the annual Account of the Navy and "Victualling Services, directed by the 7th ſection of that Act to be made up and "forwarded by the Treaſurer of the Navy to the Auditors of the Impreſt, ſhould be "final; as, after the examination and declaration of that Account, the Treaſurer is "to receive his quietus in the uſual form."

"The neceſſity of making up the Pay-books, with a view to the Treaſurer's "Accounts, having been done away, they appear in conſequence to have fallen "much into arrear, as none of the books opened ſince the 31ſt of December 1785, "have been made up; but it is ſtated to us, by the Comptroller of the Navy, that "it is the intention of the Navy Board that they ſhall be made up, in order to "check the Accounts of the Clerks who have carried on the payments. All wages "as well in Town as at the Out-ports, are paid in the preſence of a Treaſurer's "Clerk, a Clerk from the Office for Seamens Wages, and a Clerk from the Ticket "Office. Theſe Clerks have their reſpective books, and at the end of each month, "they make up and tranſmit to the Treaſurer of the Navy, and to the Navy Board, "Accounts of the receipts and payments within the month. The Accounts of the "payments on Ships books contain merely the names of the Ships, the time to "which the payment is made, and the total of the ſums paid to each Ship; from "theſe Accounts the wages are poſted againſt each Ship in ledgers kept in the "Office of the Treaſurer of the Navy, and in the Office for Seamens Wages. We "are not aware of any frauds having been committed in this department, but when "the vaſt amount of the ſums paid annually under the head of Wages is conſidered, "and the poſſibility of entering almoſt any ſum in the monthly Accounts of payments "without fear of detection, until the Ships books are ultimately made up, the "public intereſt ſeems to require ſome prompt check, not only to prevent fraud, "but to enſure regularity and accuracy on the part of the Clerks. We therefore

"recommend

" recommend that the net ſums paid to each Ship be totalled on the reſpective Pay-
" books at the expiration of a certain number of years from the firſt payment;
" eight years appears to us to be a reaſonable period, as, by that time, the whole of
" the wages due on ſuch books will in general be paid."

" We further recommend that the total of the wages paid on each book be
" certified thereon, and compared with the ledgers kept in the Treaſurer's Office,
" and in the Office for Seamens Wages, that after the books are ſo totalled, no
" payments be made on them, but that the payments made on claims for wages on
" ſuch books be transferred to a Liſt of arrears, as has heretofore been the caſe, when
" the Ships books have been made up; and that the Liſt of arrears be totalled
" annually, and compared with the ledgers."

" It is ſtated by the Chief and Second Clerks in the Ticket Office, the principal
" department in the Navy Office relating to the Payment of Seamens Wages, that
" the practice of making up the Ship's books, as at preſent, is a work of great labour,
" and that the mode we have propoſed will conſiderably leſſen the labour, and be an
" effectual check againſt errors in the Monthly Accounts.

" The ſtoppages, or defalcations, againſt each man, are deducted from his full wages
" by each Clerk at the time of payment, and the net wages are not paid until they
" agree as to the amount.

" The mode we have recommended will not diſcover the errors which may ariſe in
" making theſe deductions, but they ſeldom occur, muſt neceſſarily be trifling, and
" can ſeldom be rectified from the difficulty in finding the parties. In all other
" reſpects, the mode we have propoſed will be as effectual as making up the Ship's
" books; and, as it may be carried into practice in leſs than one-third of the time,
" we think it ſhould be immediately acted upon, and the examination of the books
" kept up to the period we have recommended, inſtead of ſuffering them to run ſo
" much into arrear."

We are of opinion that the Pay-books now in arrear ſhould be made up in the manner recommended by the Commiſſioners of Naval Enquiry, without further delay. But as it is deſirable that the time to which they are to be made up ſhould be as ſhort as poſſible after the firſt payment, we recommend that this payment be fixed at five years in war, and three in peace, inſtead of eight years in both caſes, as propoſed by the Commiſſioners of Naval Enquiry; for, although the whole of the wages due on the Pay-books may not be paid within the periods we have named, yet the men remaining unpaid will ſeldom be numerous, and can be entered on a Liſt of Arrears to be kept at each Out-port as well as in Town. As the men need not be entered on the Liſt of arrears until they or their repreſentatives apply for payment, the keeping of thoſe Liſts at the Out-ports will not occaſion much additional trouble.

Time for making up Pay-books propoſed to be ſhortened.

Liſt of Arrears propoſed to be kept at the Out-Ports.

Appendix, N° 20.

We further recommend, that, beſides totalling the Liſts of Arrears annually, and comparing them with the ledger, the payments made thereon be ſet off on the reſpective Pay-books, as by that means it may always be known what payments have been made on each book.

Payments on Liſts of Arrears propoſed to be ſet off on the Pay-books.

It has been ſtated to us, that, if the making up of the Pay-books were deferred till peace, the Clerks now attending the payments at the Out-ports, who will then return to Town, might be employed on this ſervice; but as that event is uncertain, and ſo great a length of time has already been ſuffered to elapſe, we recommend that ſuch aſſiſtance of extra Clerks be given to the Ticket Office, and Office for Seamens Wages, as may be neceſſary to enable the eſtabliſhed Clerks in thoſe Offices to proceed in making up the Pay-books in queſtion with all poſſible diſpatch; and the Navy Board ſhould apply to the Treaſurer of the Navy to afford the neceſſary co-operation from his Office. We learn that one additional Clerk, in time of war, would keep the Pay-books from going into arrear, when the preſent arrears are brought up; but we do not conſider it neceſſary to make an addition to the number of eſtabliſhed Clerks on this account, as the additional ſervice in queſtion may be performed in war time by the aſſiſtance of an extra Clerk, and in time of peace the return of ſome of the Clerks from the Out-ports will afford ample means for conducting it.

Appendix, N° 19.

Appendix, N° 20.

Connected with the ſubject of Wages, the Commiſſioners of Naval Enquiry further ſtate as follows: " The Payments made in Town by the Caſhier of Allotments, ſuch
" as Bills for Officers' Pay, aſſigned Tickets, Remittance Bills, Allotments, &c. are
" now examined, previouſly to the Monthly Account being rendered to the Navy
" Office, by a Clerk from the Ticket Office, a Clerk from the Office for Seamens
" Wages, and a Treaſurer's Clerk, who check each Payment with the Bill or other
" Voucher upon which it has been made. This examination being gone through,
" the Clerk from the Office for Seamens Wages and the Ticket Office Clerk, make

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" Abſtracts of the total ſums paid within the month, under the different heads; and " when the Monthly Certificates are preſented to the Navy Office, they examine and " compare their Abſtracts with the ſums charged, and ſign the Certificates as a proof " of their having ſo done.

" Had the examination above deſcribed been made with diligence and attention, " we ſhould have thought the intereſt of the Public ſufficiently protected in making " the prompt Payments; but theſe examinations have in general been made by the " junior Clerks in the reſpective Offices, and it is ſtated, they have ſometimes " ſigned the Monthly Certificates without comparing the ſums charged with their " Abſtracts. We therefore think the Navy Board ſhould take care that theſe " examinations be properly attended to, and that, immediately after the examination " of the Monthly Certificates, the names on the Bills and on other Vouchers, which " give validity to them, ſhould be conſpicuouſly defaced, ſo as to prevent the admiſſion " of ſuch Vouchers as the authority for a ſecond payment."

Vouchers propoſed by the Commiſſioners of Naval Enquiry to be defaced.

The neceſſity of an experienced Clerk attending the payments before alluded to ſhould be conſidered by the Navy Board, in determining which of the Clerks belonging to this Office ſhould remain in Town, and which ſhould be ſent to the Out-ports.

Appendix, N° 30.

The names which give validity to the bills and other vouchers alluded to by the Commiſſioners of Naval Enquiry, were ordered to be defaced ſhortly after their inveſtigation into this ſubject was made.

The following propoſal of thoſe Commiſſioners ſhould alſo be carried into execution:

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" As all the prompt payments are poſted in the ledgers kept in the Treaſurer's " office and in the office for Seamens Wages, we recommend that the net ſums paid " be totalled annually, and compared with the ledgers in the ſame manner as the Pay-" books."

Appendix, N° 72.

The only other Arrears in this office, but which are ſtated not to be to any great extent, are the examination of the Purſers Slop, Bed, and Tobacco Liſts, and alſo the caſting of Wages due to Officers whoſe Accounts have been paſſed; but as extra Clerks have lately been entered to aſſiſt in bringing up theſe Arrears, no inconvenience to the Parties concerned is likely to ariſe.

ALLOTMENT OFFICE.

Duties.

" The duties of this office are to inveſtigate applications from Officers (appointed to " ſhips from Half-pay) for payment of Arrears of Half-pay, and of three months perſonal " pay in advance, and to make out bills thereupon; to receive, examine and prepare for " the Board's ſignature the bills drawn at the end of three months by Admirals, " Captains, Lieutenants, Maſters, Surgeons, Chaplains, Sub-lieutenants, and Aſſiſtant " Surgeons, for the pay due to them; to poſt each bill to the Officers account cur-" rent in ledgers kept for the purpoſe, and to re-deliver the bills; to receive, exa-" mine and prepare for the Board's ſignature, allotments made by Petty Officers, " Seamen and Marines, for the maintenance of their wives and families; to poſt " Allotments in the proper ledgers to the account of each ſhip, and to forward the " triplicates to the reſpective parties; to receive Remittance Liſts from ſhips on " Foreign ſtations, and if regular, to make out bills therefrom for payment of the " ſums remitted to the relations therein named; to regiſter home Remittances, and to " make out Remittance bills for the payment of Invalid Seamen; to acknowledge the " receipt of all Documents tranſmitted to this department, and to correſpond gene-" rally on the ſubject of bills for Officers Pay, Allotments and Remittances, and what " elſe may ariſe therefrom; to examine the general Certificates granted to Officers " on their Accounts being paſſed; to abate from the full and net pay aſcertained " thereon, the amount of the bills that may have been drawn, to aſſign the reſidue " for payment, and to balance their Accounts in the ledgers; to calculate and charge " Allotments againſt the wages of Petty Officers, Seamen and Marines on Ships-" books, Pay Liſts and Tickets, and to transfer charges for Allotments from ſhip to " ſhip when required, by men being removed; to correſpond promptly with Revenue " Officers and Clerks of the Check, on the ſubject of Allotments that are to ceaſe by " reaſon of men being D. D. D. or R. that no overpayments may be made; to exa-" mine, adjuſt and regiſter Receipts taken by Revenue Officers and Clerks of the " Check for payments made by them on Allotments; to take eſpecial care that no " improper or double payments be allowed, and to aſſign the Receipts for re-payment; " to enter and aſſign for payment by the Treaſurer of the Navy, all Remittance bills " for Wages and Half-pay that have been previouſly paid by Revenue Officers and " Clerks of the Check; to attend to all outſtanding claims and references reſpecting

" (County)

" (County) Bounty of Men raiſed for the Navy under the Acts of the 35th and " 37th George 3rd."

This branch was inſtituted by Your Majeſty's Orders in Council of 28th April and 22nd June 1795, for the purpoſe of " enabling Petty Officers in the Navy, and " Seamen, non-commiſſioned Officers and Marines ſerving in the Navy, to allot part " of their pay for the maintenance of their wives and families," and " for eſtabliſhing " a more eaſy and expeditious method for the punctual and frequent payment " of the Wages and Pay of certain Officers belonging to Your Majeſty's " Navy." Inſtitution of the Allotment Office.

There are no arrears of buſineſs in this office, and the number of Clerks employed in it does not require alteration.

In the courſe of our examination into the mode of conducting the buſineſs in the ſeveral departments of the Navy Office, it was ſtated to us by Mr. Ottey the chief Clerk in the Allotment Office, that if the Acts of Parliament enabling the Warrant and Petty Officers, the Seamen and Marines, of Your Majeſty's Fleet, to allot and remit certain parts of their wages for the benefit of their families were amended, ſome alterations might have been made which would ſimplify the mode of tranſacting the buſineſs in that Office, as well as relieve thoſe perſons from difficulties and inconveniencies which they now labour under. Amendments propoſed in the Allotment and Remittance Acts.

Having taken the ſubject into our conſideration, we recommend that the Act of the 35th of Your Majeſty, intituled " An Act to enable the Petty Officers in the Navy, " Seamen, non-commiſſioned Officers of Marines, and Marines, ſerving in Your " Majeſty's Navy, to allot part of their pay for the maintenance of their wives and " families," be amended and extended as hereinafter mentioned.

The Act before recited, directs, that ſuch of the perſons before mentioned, ſerving on board Your Majeſty's Ships and Veſſels, as may be deſirous of making allotments of their Wages, ſhall ſign a *Liſt*, and *Three* Declarations and orders of payment, triplicates of each other; which liſt, and three declarations and orders, are to be tranſmitted by the Captain or Commander, without delay, to the Commiſſioners of the Navy at their Board in London. It has been ſtated to us, that one of the aforeſaid declarations has no uſeful tendency, and is therefore unneceſſary.

It is therefore propoſed that the perſons authorized to allot, and deſirous of ſo doing, ſhould ſign *Two* Liſts, wherein ſhall be ſpecified the name and place of reſidence of the perſon to whom ſuch allotment is to be made, and by whom the ſame is to be paid, which liſts being witneſſed by the Captain or Commander, and other ſigning Officers, ſhall be forthwith tranſmitted to the Commiſſioners of the Navy at their Board in London, and ſhall be full and ſufficient authority for the ſaid Commiſſioners, or any three of them, to ſign duplicate orders for payment of the ſum allotted, and they ſhall tranſmit one of the ſaid duplicates to the perſon entitled to receive the ſum allotted, and the other duplicate to the perſon by whom the ſame is to be paid; and the aforeſaid liſts ſhall be lodged, one in the Office of the ſaid Commiſſioners of the Navy, and the other in the Office of the Treaſurer of the Navy, as vouchers for ordering ſuch payments. Two Liſts propoſed to be ſubſtituted for One Liſt and Three Declarations and Orders.

The Act before recited does not authorize Allotments to be made, other than to a *Wife* or *Mother*, ſo that a perſon having no wife or mother, but having a *Child* or *Children*, incapable from tender years or bodily infirmity, of providing for themſelves, cannot allot any thing for their ſupport.

It is therefore propoſed, that the power of making Allotment ſhall be allowed for the maintenance of a Child or Children, under fourteen years of age, or incapable of ſupporting themſelves; the Allotment (in behalf of ſuch child or children) to be made to ſome fit perſon in the pariſh where ſuch child or children may reſide, to be approved of by the Miniſter and Churchwardens or Elders of the ſaid Pariſh; and in caſe any perſon to whom ſuch Allotment ſhall be made ſhall fail in applying the ſame to the advantage of the child or children for whoſe maintenance and ſupport it is intended, and a certificate from the Churchwardens or Elders of ſuch miſconduct ſhall be ſent to the Commiſſioners of the Navy, the Commiſſioners ſhall, thereupon, be authorized to nominate another perſon, recommended to them by the Miniſter and Churchwardens, or Elders for receiving the Allotment, in the room of the perſon who had abuſed the truſt repoſed in him. Allotments propoſed to be extended to Children:

It is alſo propoſed, that authority ſhall be given for making Allotments for the ſupport of a Father, being a widower, and incapable of maintaining himſelf. And Fathers.

It frequently happens, that when men are in port they have their wives with them, and when they make their Allotments, deſcribe their wives as reſiding at the port where they

they then are; and in order to continue in the receipt of the Allotment, the women are obliged to reſide there, although it may be their deſire, and to their advantage, to remove from thence, and reſide amongſt their friends.

Change of reſidence of the Wife.

It is therefore propoſed, that when any wife to whom allotment of wages has been made as aforeſaid, ſhall be afterwards deſirous of changing her reſidence in order to live with her friends, or at the pariſh to which ſhe belongs, it ſhall be made lawful for the Commiſſioners of the Navy, on receiving a certificate from the Miniſter and Churchwardens, or Elders of the pariſh to which ſhe ſhall remove, of her actual reſidence there, to alter the place of payment accordingly.

As the Law now ſtands, an Allotment of Wages is *irrevocable*, unleſs the perſon deſirous of revoking it accompany the declaration of his intention ſo to do, with a certificate from the Miniſter and Churchwardens, &c. of the pariſh where his wife had her reſidence at the time he made the Allotment to her, that he has juſt and reaſonable cauſe for his revocation; but as it may frequently happen that the Miniſter, &c. may decline the giving ſuch certificate, in order to prevent the pariſh being burdened with the charge of ſupporting the wife and children; and as when the parties are abroad, it muſt be extremely difficult for them to obtain ſuch preſcribed certificate, although the Miniſter, &c. might be inclined to grant it; and as inſtances have occurred in which a perſon who had made an Allotment, hearing of the miſconduct of his wife, has been much diſcontented on account of not being able to revoke it, and has therefore been induced to deſert the Service, when ſo great a portion of his wages was appropriated to a perſon unworthy to receive it; and as it is at the ſame time neceſſary to provide againſt a man, who, having allotted for the ſupport of his wife and children, ſhall afterwards form ſuch connections, and from bad principles revoke ſuch Allotment, to the diſtreſs of his family:—

It is therefore propoſed, that when any perſon ſhall have made an allotment of Wages to his wife, and ſhall think he has ſufficient cauſe for revoking the ſaid Allotment, he ſhall, through the Captain of the Ship or Veſſel to which he belongs, ſend a written declaration of his intentions of ſo doing, and his reaſons for the ſame, to the Commiſſioners of the Navy at their Board in London, who upon the receipt thereof ſhall tranſmit a copy of the reaſons ſtated by the party deſirous of revoking the Allotment to the Miniſter and Churchwardens, &c. of the pariſh, where his wife had her reſidence at the date of his making the Allotment, and they, upon their receipt of the ſame, ſhall make due inquiry into the allegations of the perſon deſirous of revoking the ſame, and without delay, tranſmit to the Commiſſioners of the Navy a certificate under their hands, ſtating therein whether the allegations be founded or unfounded, to the truth of which they ſhall, previouſly to tranſmitting the ſame, make oath before one of Your Majeſty's Juſtices of the Peace; but if the wife ſhall have changed her reſidence, the Miniſter and Churchwardens, &c. ſhall, upon the receipt of the allegations ſent to them as aforeſaid, inform the Commiſſioners of the Navy thereof, and acquaint them where ſhe then does reſide, if the ſame be known to the Miniſter and Churchwardens, &c. upon the receipt of which information, the Commiſſioners of the Navy ſhall tranſmit a copy of the allegations to the Miniſter and Churchwardens, &c. of the pariſh where the wife ſhall be then reſident, who ſhall forthwith proceed as before directed reſpecting the Miniſter and Churchwardens, &c. of the pariſh where the wife was reſident when the Allotment was made to her; and the Commiſſioners of the Navy, after having duly conſidered the nature of the certificate they ſhall receive, ſhall immediately take the neceſſary meaſures for ſtopping the payment of the Allotment, if they deem it juſt and proper ſo to do. But, if the perſon whoſe wife has been deemed unworthy to be continued in the receipt of the Allotment made by him ſhall have a child or children incapable of maintaining himſelf, herſelf or themſelves, a fit perſon ſhall be appointed to receive the Allotment for his, her or their benefit and ſupport, the ſame as in the caſe of the death of the wife.

Revocation of Allotment to Wives.

The Act provides, that perſons may make new Allotments on promotion, proportionate to their increaſe of Pay, but no mention is made of what is to be done for reducing an Allotment on a Petty Officer being diſrated, or non-commiſſioned Officer of Marines being reduced to the ranks.

Reduction of Allotments on diſrating.

It is therefore propoſed, that the Captains or Commanders of any Ship or Veſſel, where ſuch diſrating or reduction ſhall have occurred, ſhall in his next Monthly or Muſter-books to be by him tranſmitted to the Commiſſioners of the Navy, and oppoſite to the name of the perſon ſo diſrated or reduced, make a ſpecial notification of the ſame, and alſo by letter inform the Commiſſioners of the Navy thereof; which notification or letter, according as they ſhall firſt arrive, ſhall be full and ſufficient authority

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to the Commiſſioners of the Navy to recal the original orders for payment, and direct others to be made out, correſpondent to the reduced pay of the party, without his ſigning any freſh liſt for that purpoſe.

Allotments proposed to be paid at Deptford, Woolwich, and Sheerneſs.

By the Act, as it now ſtands, the Clerks of the Checque at Your Majeſty's Yards at Chatham, Portſmouth and Plymouth only, are authorized to pay Allotments, but it is conceived it would be a matter of much convenience to many perſons, entitled to receive them, were the Clerks of the Checque at Deptford, Woolwich and Sheerneſs, alſo authorized to make theſe payments.

Over-Payments.

The 15th clauſe of the Act in queſtion directs, that if *Over-payments* on Allotments be made in conſequence of Captains or Commanders, or Agents for Hoſpitals, not making the due Returns whereby the death or deſertion of perſons who have made Allotments may be made known to the Commiſſioners of the Navy, the ſums ſo overpaid ſhall be charged againſt the pay of the perſons who had neglected to make the Returns required; and as it is preſumed the Returns meant, ſo far as they reſpect the Captains and Commanders of Your Majeſty's Ships, are the Muſter-books enjoined to be tranſmitted to the Commiſſioners of the Navy at the end of every two months, it ſeems neceſſary for the better prevention of over-payments, that beſides theſe books, ſome other and more prompt communication ſhould be made to the ſaid Commiſſioners, of the death or deſertion of perſons who had made Allotments, for death and deſertion may occur immediately after the cloſe of ſuch Returns, and nearly two months will elapſe before another Return becomes due, whereby over-payments might be made, although the Returns be duly ſent according to the direction of the Act. It is therefore propoſed, that every Captain or Commander, or Agent of an Hoſpital, ſhall, upon the death or deſertion of any perſon who had made an Allotment, inform the Commiſſioners of the Navy by letter of the ſame, to be tranſmitted by the firſt conveyance, as well as duly note the ſame in the Returns to be by them reſpectively made.

Notice of Death or Deſertion of Perſons who have allotted.

By the Act of the 31ſt of his late Majeſty, petty Officers, Seamen and Marines, are empowered to remit from abroad a part of their wages to a wife, father, mother, brother, &c.; but the Act does not authorize the remitting for the ſupport of a child or children, or to any perſon for their uſe.

Remittances proposed to be extended to Children.

It is therefore recommended, that the perſons aforeſaid ſhall be enabled to remit for the maintenance of a child or children, in like manner as has been propoſed reſpecting the making Allotments for the ſame purpoſe.

OFFICE FOR CONTRACTS.

Duties.

" The duties of this Office are to prepare, draw and keep an entry, of all adver-
" tiſements for Contracts of every deſcription, and for all ſales of Ships and old Stores;
" to prepare and draw all Contracts for the building of Ships, and ſupplying of Stores,
" and to tranſmit copies of the Contracts for ſupplying Stores to the ſeveral Dock Yards,
" with the neceſſary orders to the Officers of the Yards; alſo to prepare and draw
" all Charter-parties for armed Ships, Cutters, Tenders, Ships hired to carry Stores
" abroad, and for Veſſels hired for various ſervices; likewiſe to keep an entry, and
" tranſmit to the Officers of the Yards, copies of all Contracts made by the Commiſ-
" ſioners at the Out-ports, and to write the neceſſary orders to the Officers; to pre-
" pare, draw and keep an entry of all bonds given for the due performance of Con-
" tracts, and all bonds given for any matter in any way relating to Contracts; to
" prepare and draw all Bills of Sale for the purchaſe of Ships and Stores; to keep
" an entry of, and attend the ſales of old Stores, and of all Ships ſold at the Navy
" Office."

Inſtitution.

This department, conſiſting of two Clerks, was eſtabliſhed by Your Majeſty's Order in Council of 3d February 1803: previouſly to that time, the buſineſs relating to Contracts was tranſacted by Clerks belonging to the Secretary's Office; but as the nature of the buſineſs was perfectly diſtinct from that of the Secretary's Office, it was very properly formed into a diſtinct branch, as we have before noticed.

There are no arrears in this Office.

Appendix, N° 7

SURVEYOR'S OFFICE.

Duties.

" To prepare the annual Extra Eſtimates, as far as relates to the building and re-
" pairing Ships in His Majeſty's and Merchants' Yards, and improvements in the
" Dock Yards, alſo the Ordinary Eſtimates in regard to harbour moorings, rigging,
" ordinary repairs, annual and triennial trimmings, and keeping in repair docks,
" wharfs, ſtorehouſes, &c. in the home and foreign Yards, and make copies for the
" Houſe of Commons, Treaſury, and Admiralty; to prepare the aforeſaid Eſtimates,
" after the money is voted by Parliament, for the uſe of the Dock Yard Officers, and

" make copies of them for the uſe of the Surveyors; to write out an account of the " dimenſions and ſcantlings for building all ſhips in His Majeſty's Yards, and make " entries of the ſame; to adjuſt the impreſts to be granted to Merchant-builders, and " enter the ſame; to write liſts of the Navy, containing the name and principal di- " menſions of every ſhip, eſtabliſhment of men and guns, and by whoſe or what " draught they are built; to correct the ſaid liſts, when ſent for that purpoſe by the " Admiralty and Navy Board, who may be in poſſeſſion of the ſame; to keep an " annual alphabetical liſt of the Navy, into which is extracted the particulars of every " Admiralty Order received in this Office reſpecting each ſhip; to prepare every " week for the uſe of the Admiralty, from the ſeveral King's and Merchants' Yards, " Progreſſes received weekly, and kept in this Office: a copy of the progreſs is " prepared monthly for the uſe of His Majeſty. It alſo contains the names of all " His Majeſty's ſhips and veſſels in Ordinary, ſhewing the principal works performed " to thoſe building, repairing, fitting, refitting, and making good defects, and the " time of their arrival, docking, undocking, and ſailing, and alſo the ſtate of thoſe " in ordinary not under repair; to keep a book, entitled an Abſtract of the Pro- " greſſes, in which is entered the name of every ſhip in His Majeſty's Navy, when " ſhe began building and where, her arrival in port, docking, coppering, taking off " and replacing or repairing her copper, launching or undocking, ſailing, nature of " work performed on her, and the expence of the ſame; to keep a book, ſhewing " when each ſhip is coppered, and where, whether iron or copper-faſtened, and " ſeveral particulars relating to coppering, together with the expence of the ſame; " this is collected from returns ſent quarterly from each Dock Yard; to enter ac- " counts of all ſtores received in His Majeſty's Yards not on contract; to value an- " chors, cables, or other ſtores taken up at ſea, and returned into ſtore, or on board " any of His Majeſty's ſhips, and fix the proper proportion to be allowed for Salvage: " the Accounts are entered in this Office; to make abatements for wear and tear " of hired ſhips loſt at ſea, or taken; to make entries of the expence of taking ſhips " to pieces; to write all public letters from the Surveyors, and enter the ſame: all " letters to the Surveyors are kept in this Office; to keep a book containing the di- " menſions of maſts and yards of every Ship in His Majeſty's Navy, in which is alſo " noted ſuch alterations as may, at any time, have been made therein at any " of the Dock Yards: quarterly Accounts are received from each Yard, from which " the ſaid alterations are copied, and alſo an account of the dimenſions of ſuch ſhips, " maſts, and yards, as may have been taken from the enemy, and arrived at any of " His Majeſty's Yards within the preceding quarter; to ſend to the Yards an ac- " count of the dimenſions propoſed for the maſts and yards of all ſhips building; to " keep an annual liſt of His Majeſty's Navy, to ſhew the increaſe or decreaſe in the " number of ſhips; to keep a book, containing the impreſts paid to Merchant " Builders, and when paid, and alſo an abſtract of the ſame; to keep a book, con- " taining abſtracts of all ſurveys received, ſhewing each ſhip's rate, guns, name, when " and where ſurveyed, if in dock or afloat, nature of the repair required, eſtimated " expence thereof, if neceſſary to be docked for repair, when docked after ſurvey, " when the defects are made good, and repair completed, if ſold, or how diſpoſed " of; to draw up ſome of the minutes for the approbation of the Surveyors for war- " rants or orders to the ſeveral Yards, on buſineſs relating to this Office; to check " certificates received from Captains, of work performed by men belonging to *their* " *own ſhips*, on board their own or other ſhips, in foreign parts, and ſtate the accu- " racy or otherwiſe of the allowance to be made them for the ſaid ſervice: theſe certi- " ficates are entered in this Office; to make a monthly Statement from accounts " received from the ſeveral Yards, of what ſhips may be ready to receive men in the " ſucceeding month, for the uſe of the Admiralty, Comptroller, and Surveyors. " Numerous Accounts are prepared in this Office for Parliament, Admiralty, the " Board, and Surveyors, which cannot be brought under any diſtinct head."

Arrears.

In our third Report, we have propoſed that this Office ſhould be placed under the ſuperintendance of the firſt Aſſiſtant to the Surveyors; we alſo ſtated that the buſineſs was very much in arrear; but we find that meaſures have been taken to bring up theſe Arrears.

Appendix, N° 70.

The propoſal contained in that Report, (for the conſtruction of ſhips of each claſs of one form) will, we conceive, tend to introduce order and ſimplicity in the mode of keeping the Accounts in this Office as well as in the Dock Yards, and will occaſion a diminution of buſineſs; but another propoſal contained in the ſame Report, namely, the examination in the Surveyor's Office of the Accounts of Works performed by Taſk and Job in the Dock Yards, and particularly in what regards the meaſurement, will, on the other hand create an increaſe of buſineſs.

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The effect, however, of theſe meaſures, cannot at preſent be judged of with ſufficient accuracy, to enable us to give an opinion of the increaſe or diminution of the number of Clerks which may be found proper or neceſſary, in conſequence of what we have recommended. We ſhall not therefore propoſe any alteration in this reſpect, but ſhall confine ourſelves to recommending the Salaries which, in our opinion, ſhould be allowed to the Clerks at preſent belonging to the Office.

If any additional number of Clerks ſhould hereafter be found neceſſary, we recommend that the Scale of Salaries for them be regulated according to that propoſed for any one of the Offices in which the ſame number of Clerks is eſtabliſhed.

We would further recommend that ſome of the moſt intelligent among the Clerks in the Dock Yards be entered in this Office: their knowledge of the mode of conducting the buſineſs in the Yards, and their familiarity with the technical phraſes uſed in Shipbuilding, will be found of advantage in arranging the Accounts neceſſary to be kept in this Office, and in the examination of thoſe ſent up from the Dock Yards.

OFFICES under the Superintendance of the COMMITTEE of ACCOUNTS.

OFFICE FOR BILLS AND ACCOUNTS.

We have ſtated the Duties of this Office in a former part of our Report, in addition to which we have propoſed that all Bills of Exchange ſhould be lodged for acceptance in the Office for Bills and Accounts, and there regiſtered. We have alſo propoſed that it be divided into two Departments, one bearing the preſent title, and the other to be called the "Office for Examining Foreign Accounts." Duties. Alterations.

There are at preſent nineteen eſtabliſhed Clerks employed in the Office for Bills and Accounts. Four of them we have propoſed ſhould be transferred to the new branch, as the remaining fifteen will be ſufficient, with the occaſional aſſiſtance of extra Clerks, to carry on the regular buſineſs of the Office. Number of Clerks.

We have before noticed the Arrears of Accounts in this Office, and pointed out the means of examining them. Arrears.

THE OFFICE FOR EXAMINING THE TREASURER'S ACCOUNTS.

Duties.

"The duty of this department is to keep an Aſſignment-book or Regiſter of all "Bills daily directed to be paid by the Treaſurer; to keep a Liſt-book of all Bills "daily directed to be paid by the Treaſurer, and to tranſmit a copy thereof to him; "to keep an account of the ſeveral balances remaining unaſſigned; to keep a regiſter "of all Bills of Exchange drawn on the Navy Board; to examine the Treaſurer's "Account current of his Receipts and Payments in each fortnight; to note the "time on the Aſſignment-book and Impreſt ledgers, when each Bill is returned, "paid by the Treaſurer; to keep regiſters of all Bills directed to be paid, and of the "perſons to whom they are delivered; to examine the Treaſurer's annual ledger of "Payments by the books of this Office, and by the original Voucher on which the "payment was made; to keep a ledger of all Impreſts granted to Naval Storekeepers and Conſuls abroad, Clerks of the Check, and Storekeepers at home, Contractors for building of Ships, and for works in the Dock Yards, and to all Officers employed on the raiſing Men, Sea Fencible and Signal ſtations, and every other "Service; to make an Abſtract annually from the ledgers, of the amount of Impreſts outſtanding againſt each Accountant; to keep a clearing Impreſt-book, in "which every Impreſt Bill that has been granted to each Accountant, and has ſince "been cleared, is ſtated, a copy of which Account is tranſmitted to the Auditors to "clear the parties; to keep a voluntary Charge-book of all ſums directed to be paid "to the Treaſurer of the Navy for old Stores, clearing Impreſts, &c. with the diſpoſal "of the ſame when received; to prepare the Eſtimates for Parliament for Seamen "voted, the ordinary Eſtimate, and the debt of the Navy, and occaſional Accounts "which may be called for; alſo, to make copies of the ſame for the Treaſury, Admiralty, and Navy Boards; to enter in a book the balance due by Accountants, and the "circumſtances attending the recovery of the ſame; to make out Certificates to Captains, Lieutenants and Surgeons, who have cleared their Impreſts, to enable them to "receive their pay; to make out all Accounts and Eſtimates of money called for "by the Treaſury; to keep a monthly Account current with the Treaſurer, and to "tranſmit a copy thereof to the Admiralty and Treaſury; to keep an Account of the "Artificers and Labourers employed in the Dock and Rope Yards, and to tranſmit "to the Admiralty the number borne at the end of each quarter; to keep an Ac-

"count

" count of money iſſued from the Exchequer to the Treaſurer of the Navy; to keep " a book of Fees payable on documents paſſing through this Office; to enter all Trea- " ſury Warrants directing payments to be made by the Treaſurer of the Navy."

This branch, and the Office for examining the Treaſurer's victualling Accounts, were incorporated by Your Majeſty's order in Council of 8th of June 1796.

Clerks, eight inſtead of nine ſufficient.

The number of Clerks employed in it is nine, but we are of opinion, that eight would be a ſufficient number on the eſtabliſhment, and if further aſſiſtance ſhould be required, recourſe may be had to the aſſiſtance of extra Clerks, none of which deſcription appear to be employed in this Office at preſent.

Certificates to Surgeons propoſed to be diſcontinued.

It has been uſual, before Surgeons in the Navy could receive their pay, for the chief Clerk in this Office to grant them Certificates of there being no Impreſts againſt them; but as the Surgeons are now under the direction of the Tranſport Board, with which the Office for taking care of ſick and wounded Seamen is now incorporated, theſe Certificates are no longer neceſſary, and ſhould therefore be diſcontinued.

OFFICE FOR SEAMENS WAGES.

Duties;

" The buſineſs of this department is to operate as a check upon the Treaſurer of " the Navy in all his payments which relate to Wages. For this purpoſe monthly " Certificates are regularly tranſmitted from the Treaſurer, which contain a particular " ſtatement of all monies received and paid within that time by him, with the balances " remaining in his hands. Theſe accounts are examined, checked and poſted monthly, " for which purpoſe ſixteen large ledgers are now open, which comprize the New " Account, commencing the 1ſt January 1786, each ſhip and veſſel paid up to the " preſent period having a diſtinct head open; to poſt monthly the ſums paid, in order " to be compared annually with the Treaſurer. For the purpoſe of checking all the " payments made at the four Out-ports to the ſhips and eſtabliſhments of the Dock " Yards, eight Clerks are employed at the reſpective Ports from this branch, who " perform a counterpart of the duty with the Treaſurers and Ticket-office Clerks, and " duly aſcertain and check all ſums paid by and to be allowed to the Treaſurer, an " account of which is ſent at the concluſion of each month to the Navy Board; Ledg- " ers are kept for entering under the heads of the reſpective ſhips, the names of men " ſent ſick to Hoſpitals and Hoſpital-ſhips, which are examined and checqued in this " office, to aſcertain the number of men abſent, which is certified to the Victualling " Office that the amount thereof may be abated from the accounts when paſſed at that " office. An account is kept of the eſtabliſhment of all ſhips and veſſels of every " claſs, to aſcertain the exact number of Commiſſion, Warrant, Petty Officers, Seamen, " Marines and Boys, which a ſhip or veſſel of each claſs is allowed to bear; an " account is kept of the payments made on ſhips books paid between the 1ſt January " and the 30th of September, and between the firſt of October and the 31ſt of " December in each year, being the periods when the debt of the Navy is made out. " A general regiſter is kept of all ſhips in commiſſion, with their reſpective comple- " ments, to caſt and compute quarterly the amount of Wages due for ſea pay; returns " being made quarterly from each of the Out-ports as well as from the Pay-room in " Town, containing an account of the Defalcations due on ſhips books, to adjuſt the " amount due to Greenwich Hoſpital and the Cheſt at Greenwich, the balance due " thereon is ſtruck and adjuſted in this office; an account of the payments made to " the Dock Yards being tranſmitted to this office, the ſame are poſted in a ledger, in " which every general head is ſhewn for each Yard and quarter, the prompt payments " with abatements ſet off, and the net ſum paid annually by the Treaſurer on the head " of Yards is aſcertained and compared with the Treaſurer's office, the Treaſurer's " annual account of payments on thoſe heads of ſervice which relate to this office, is " examined before the ſame is included in the general account ſent to the Auditors to " paſs a final examination: Returns are made weekly, and as often as occaſion may " require from the Out-ports, of the ſhips paid, with a ſtate of the balances in hand, " and Reports are made for the information of the Board and Comptroller, who regu- " late the ſupply of cash neceſſary for carrying on the Service in the Pay branch. " All unpaid ſhips books, previous to their being ſent to the ports, are examined, and " the ſeveral prompt payments are noted in order to prevent over payments. All " the aſſigned bills made out for the payment of wages due to Admirals, Commiſ- " ſion and Warrant Officers, are examined and regiſtered."

Appendix, N° 20.

It is neceſſary for ſome of the Clerks from this office to be reſident at Chatham, Sheerneſs, Portſmouth and Plymouth, to attend the payment of Wages to the Crews of Your Majeſty's ſhips, in conjunction with Clerks from the Ticket-office, and office of the Treaſurer of the Navy.

" The

The Clerks from this office ſhould have the ſame extra allowance (five Shillings a day) for this ſervice, as we have propoſed for thoſe in the Ticket Office, inſtead of their preſent allowance of ſeven Shillings a day.

Owing to the want of uniformity in the manner in which the Captains and Purſers of Your Majeſty's ſhips are now accuſtomed to make out their Sick books, it is neceſſary in order to proceed in the examination of Purſers Accounts, to poſt the Sick books into ledgers. This trouble might be ſaved by the Sick books being made out in the form inſerted in the Appendix; we therefore recommend that the Captains and Purſers (who ſhould both ſign each book) be furniſhed with printed paper of that form for the purpoſe. Sick Books. Appendix, N° 30. Appendix, N° 73.

The Sick book may then be conſidered as the Voucher for paſſing the Account inſtead of the ledger.

The decreaſe of buſineſs occaſioned in this office by the adoption of the propoſed form for the Sick book, will enable the Clerks to co-operate with thoſe belonging to the Ticket Office, and office of the Treaſurer of the Navy, in making up the Pay-books (when once out of Arrear) in the manner recommended when ſpeaking of the Ticket Office, without increaſing the number of eſtabliſhed Clerks to perform that Service. Examination of Pay Books.

OFFICE OF THE RECEIVER OF FEES AND PAYMASTER OF CONTINGENCIES.

" The duties of this Office are to collect the Fees charged on the various documents " from the ſeveral departments of the Office, on which Fees are payable, and to keep " regular Accounts of the receipt of Fees from each department: to pay the contin- " gent expences of the Navy Office, viz. Poſtage of letters, carriage of parcels, Infor- " mation money for ſecreted Seamen, chaiſe-hire to the Commiſſioners on the Pub- " lic Service, deductions on the ſalaries of the Commiſſioners and Clerks of the " Navy Office, and on the ſalaries of the Clerks of the Navy Pay Office, Land Tax on " the Salaries of the Navy Office, and of the Commiſſioners of the Navy at the Out- " ports, and to pay the various other incidental contingencies of the Navy Office." Duties.

In a ſubſequent part of this Report, we ſhall propoſe that the fund ariſing from the receipt of Fees be appropriated excluſively towards the payment of Salaries; We therefore recommend that the money, accruing from this ſource, be paid over quarterly to the Treaſurer of the Navy, and that the contingent expences, hitherto paid out of this Fund, ſhould be defrayed out of the money to be impreſted to the Receiver of Fees, for that purpoſe. Fee Fund. Contingencies.

When neceſſary, the Receiver of Fees ſhould, as at preſent, be allowed the aſſiſtance of an extra Clerk.

OFFICES under the Superintendance of the COMMITTEE of STORES.

OFFICE FOR STORES.

" The duties of this Office are, to prepare Statements of the quantities of Stores to " be contracted for annually, or whenever ſpecific quantities are to be contracted for, " and to make diſtributions thereof to the ſeveral Yards; to examine the demands for " Stores from the Home Yards, Foreign Stations, and Out-ports, and take the neceſſary " meaſures for ſupplying the proper ſpecies and quantities; to endeavour, as far as " poſſible, that no improper or unneceſſary accumulations of any ſpecies of Stores " ariſe in any of the Magazines at home or abroad, and when they do ariſe, to cauſe " diſtributions to be made of the Stores, in order that they may be brought into uſe in " due time, or be otherwiſe diſpoſed of; to make the neceſſary arrangements for the " ſupplies of Canvas, Cables and Cordage, for general ſervices, independent of the " ſervices of the Yard, where the ſaid proviſions are to be delivered; to apprize " the Committee whenever there is too long an interval between the arrival of Re- " turns, or information from Foreign Stations, relative to the want of the Stores, in " order that the Committee may determine how far the ſuppoſed wants of the Ser- " vice ſhall be anticipated; to keep an account of the Charges of Stores ſupplied to " Commanders of ſmall Veſſels, and to Boatſwains and Carpenters of Ships, and " when any of the ſaid Officer's books and papers are delivered into this Office, to " make ſtatements thereof, in order to aſcertain whether they have accounted for the " Stores, or what are deficient; and whenever any of the ſaid Officer's books and papers " are delivered to the Clerk of the Survey of the Yard where the Ship or Veſſel " is to be refitted or laid up, to ſend to the Clerk of the Survey an Account of the " Stores found charged againſt the ſaid Officers in this Office; to keep the Charges Duties.

" againſt hired armed Ships and Veſſels of every deſcription in the Naval Depart-
" ment, of the Naval Stores ſupplied to them, and to ſee that the ſame are regularly
" accounted for, or paid for;—to examine the Vouchers for the purchaſe of Naval
" Stores by the Commanders of Ships, or for repairs done to the Ships, and to ſee
" that the Stores are regularly charged or accounted for by the proper Officers;—to
" record all eſtabliſhments of Stores and Slops, and all alterations made, from time to
" time, in the permanent and temporary eſtabliſhments of thoſe articles; and the
" like with regard to the Sea and preſent-uſe Stores for Ships, &c. of the reſpective
" claſſes; alſo any additions to, or alterations in the Rigging Warrants; to examine
" the books and papers of Captains of His Majeſty's Ships, to ſee if they comply
" with their general printed inſtructions ſo far as reſpects this department, before their
" Accounts are paſſed; to draw up Reports to the Lords Commiſſioners of the Ad-
" miralty, on all caſes referred to the Board by their Lordſhips, relative to the diſ-
" penſing with the books and papers of Captains and other Officers concerning their
" Store Accounts, or any irregularities therein; to draw up minutes of Agreements
" with Timber Merchants, to be laid before the General Board, preparatory to a formal
" Contract being drawn up; to examine all periodical Returns from the ſeveral
" Dock Yards, Out-ports, and Foreign Stations, that are lodged in this department,
" and do what may appear neceſſary thereon, or, in particular caſes, to lay the ſame
" before the Committee for their conſideration and direction; to ſee whether the Stores
" purchaſed by the Officers of the Foreign Yards appear to have been wanted, otherwiſe
" to lay the matter before the Committee, that they may take ſuch ſteps on the occaſion
" as they may deem proper; to ſee that proper Reports were made to, and others
" received from the Commander in Chief, or reſident Commiſſioner, (if one) reſpect-
" ing the purchaſe of the Stores; to be prepared to propoſe to the Committee, on
" many occaſions, for what Yards the Naval Tranſports that carry Stores from one
" Yard to another ſhall be loaded, that the neceſſary ſupplies may be forwarded in
" due time, and the like with regard to Storeſhips who carry Stores abroad; to
" examine into the claims of Purſers to be allowed for coals ſupplied for the uſe of
" the forge, and for hides, condemned butter, &c. ſupplied for the uſe of the
" Ship; to grant Certificates of refuſal of Stores to Merchants offering them for
" pre-emption; to ſtate to the Committee what ſeems proper to be done on various
" applications from Merchants and Contractors on ſubjects which relate to this de-
" partment, in order to their determination thereon; to make Minutes, or draw up
" rough ſketches for all letters and orders to the Officers of the Home-yards, Out-
" ports and Foreign Stations, on the ſubject of Stores, as well as for the anſwers to
" all letters from Captains and other Officers, ſo far as reſpects the buſineſs of this
" Department, after having received Returns from the ſeveral places, or read to the
" Committee the letters from the Yards and Stations, and from the Captains and
" Officers of Ships, and received the Committee's leading directions thereon; to pre-
" pare Accounts, when called for, for Parliament, the Admiralty, the Board, the
" Committee, or any individual Member of the Board or Committee; to ſee that
" Returns of the iſſues of Stores for the Tranſport ſervice are ſent to the Tranſport Board;
" and thoſe of coals and wood to Purſers, to the Commiſſioners of the Victualling.

Arrears. Appendix, N° 72.

The arrears of buſineſs in this Office are very ſmall, and are in progreſs to be got up.

Minutes ſhould not be made without the knowledge of the Committee. Appendix, N° 32.

It is the practice for the chief Clerk in this Office, who is alſo Secretary to the Committee of Stores, as before ſtated, " to write Minutes for orders to be ſent to the
" Yards at home and abroad, in conſequence of what appears on examining the
" Returns, without ſpeaking to the Committee thereon, except in particular caſes
" when he judges it neceſſary ſo to do."

This practice is improper, and ought to be diſcontinued; all Minutes for Orders ſhould be written in purſuance of the directions of the Committee. We have recommended that all Returns ſhould be examined by the members of the Committees, and it will neceſſarily follow, from the adoption of this propoſal, that the Committee will give directions for the Minutes which may become neceſſary, in conſequence of what may appear on ſuch examination.

OFFICE FOR EXAMINING THE STOREKEEPER'S ACCOUNTS.

Duties.

" The duties of this department are to ſee that the Storekeepers of the Dock
" Yards and Naval Officers at the Out-ports and Foreign Yards tranſmit their Store
" Accounts, agreeably to the directions they are reſpectively under; to examine the
" vouchers and documents relating to the ſaid Accounts, ſo as to aſcertain whether
" or not they are regular and proper to be admitted for forming the general Ac-
" counts; to keep Accounts of all Stores purchaſed by or for Naval Officers abroad,

" or

" or others acting as ſuch, whenever the value thereof is drawn for by Bills that come " to hand before the Storekeeper's Store Accounts are received to which they " appertain, or to compare thoſe which may be in Office with ſuch bills, that the Im- " preſts of money may not be cleared till the Stores purchaſed are found to be charged " to the Naval Storekeepers;—to examine the abſtracted Accounts of Stores re- " ceived and iſſued, from the proper documents and vouchers;—to compare the totals " of the abſtracted Accounts with the quarterly balances after the former are corrected " and adjuſted, ſo as to determine the remains of ſtores on charge at the end of each " quarter;—to compare the actual remains of ſtores on the death or removal of a " Storekeeper with the remains on the balance Account, and to lay the Account " of differences diſcovered before the Committee of Stores;—to conduct general " Surveys of ſtores at the Dock Yards, and ſome of the Out-ports, jointly with the " Office for Stores, at the death or removal of Storekeepers, and whenever the Board, " for other reaſons, direct the actual remains to be compared with the balances;— " to examine and ſtate the Store Accounts of the Storekeepers afloat, upon the ſame " principle, or as nearly ſo as poſſible, as thoſe of the Officers before-mentioned:— " to draw up and ſubmit to the Committee of Stores all minutes on the ſubjects of " irregularities and improprieties that may be diſcovered in the examination of the " Storekeepers Accounts, for framing directions thereon to be given to the proper " Officers accordingly;—to make out a general Account annually of the ſtate of the " timber in ſtore, and due on Contract at the end of the year, for the Admiralty " Board;—to report upon all ſubjects, and to draw up all ſtatements that relate " to or are connected with Storekeepers Accounts, both for Parliament and other " departments of Government, whenever ſuch may be required;—to write orders " from the Committee of Stores to the Contractors, &c. for the ſupplies of ſtores, " and the warrants to the Yard's Officers to receive them, as well as many warrants " for ſending ſtores from one Yard to another, and for the ſame being received."

There are nine Clerks on the Eſtabliſhment of this Office.

In January 1805, the Navy Board propoſed that the two junior Clerkſhips ſhould not be filled up when they became vacant; but we find that the buſineſs of this Office will not at preſent admit of ſuch reduction. Appendix, N° 12. Clerks cannot be reduced. Appendix, N° 39.

In a former part of this Report, we have propoſed the means for examining the Accounts in this Office, which are much in arrear. Arrears.

By a Return received from the Navy Board, it appears that many of the Store Accounts of the Storekeepers at home, and of the Naval Officers abroad, have not been delivered into Office for examination, although due for two, three, or even five years. Thoſe Officers ſhould be called upon to deliver in their Accounts immediately, and the ſalaries of thoſe who are now in employment ſhould be ſtopped until ſatisfactory reaſons be aſſigned for their not having ſo done. Appendix, N° 72.

The Quarterly Account which we have propoſed ſhould be laid before the Committee of Stores, reſpecting the Store Accounts, if properly attended to, will be the means of preventing arrears of this nature from accruing hereafter.

SLOP OFFICE.

" The duties of the Slop Office are, to receive, inſpect, pack, and forward to the " various Depôts, the ſlop and marine cloathing uſed for the Service of the Navy " and Royal Marine Forces, both at home and abroad; to keep the Accounts which " conſequently ariſe therefrom with the reſpective Storekeepers or Naval Officers, " to whom the cloathing is conſigned; and alſo to keep ſeparate and diſtinct charges " againſt every Purſer or other Officer having the charge of ſlop cloathing, either for " the uſe of the ſhips-crew or otherwiſe, and who muſt account with the Office for the " ſame before he can receive his poundage of Five Pounds per cent. on the amount of " his iſſues, or obtain a certificate from the Storekeeper and Accountant to enable him " to receive his wages, balance-bill, or tobacco-money;—alſo, to keep Accounts with " the reſpective Contractors for ſlop and marine cloathing, and when the articles are " approved, to certify the ſame to the Navy Board, in order that bills may be made " out to them for the amount. The Accounts in the Slop Office are kept by double " entry, and balanced annually, and the net profit or loſs, up to the 31ſt December " in each year, is thereby regularly aſcertained." Duties.

From the great increaſe of buſineſs in this Office, it has unavoidably fallen into arrear in the poſting of the Slop ledgers, and in ſtating the Purſer's Accounts; but the Navy Board have recently ordered the Clerks to attend out of the office-hours to bring up thoſe arrears: We would however recommend, that an extra Clerk ſhould Arrears. Appendix, N° 72.

be

be engaged to expedite them, as delay in ſtating the Purſer's Accounts is very injurious to them.

Appendix, N° 34.

We find that it is uſual to paſs the Accounts of Purſers and other Perſons having the charge of ſlop cloathing, if nothing irregular appear on the examination, without referring them after ſuch examination to the Board or Committee. We are of opinion that this practice ſhould be diſcontinued, and that the Slop Accounts, although perfectly regular, ſhould be laid before the Committee of Stores before they are paſſed, as it is proper that the Committee ſhould be made acquainted with their regularity, and ſanction their being paſſed.

Accounts ſhould not be paſſed without the knowledge of the Committee.

SURVEYORS DEPARTMENT.

In the Department of the Surveyors of the Navy there are two Aſſiſtants and three Draughtſmen.

Duties of the firſt Aſſiſtant to the Surveyors.

"The duties of the firſt Aſſiſtant are, to examine all Bills of promiſcuous or extra "works performed by the Contractors, either in the building or repairing of any of "His Majeſty's ſhips in the Merchants Yards; to viſit and ſuperintend, under the "Surveyors of the Navy, the building and repairing of ſhips for His Majeſty's Service "in the Merchants Yards; to examine and check propoſals of taſk or job-work, "from the ſeveral Dock Yards, which may not be comprized in the general Sche"dule of Prizes lodged at thoſe Yards; to ſurvey and report ſuch ſhips as he may "be directed by the Board to inſpect for hire or otherwiſe; to examine the weekly "progreſs of the works on ſhips building, repairing, and laid up in ordinary, at the "ſeveral ports, in order to the abſtracting the whole, and ſending a Weekly Account "thereof to the Admiralty; to examine and report to the Surveyors, for their "approbation, the reaſonableneſs or otherwiſe of the prices charged on all extra Bills "for works performed by contract or otherwiſe; and to comply on all occaſions with "ſuch directions as he may, from time to time, receive from the Navy Board at "large, but more particularly from the Surveyors of the Navy, as required by the "Lords Commiſſioners of the Admiralty, in their Warrant of Appointment to the "Aſſiſtant.

Second Aſſiſtant.

"The Second Aſſiſtant is at preſent employed in ſuperintending the building of "His Majeſty's ſhips at Milford."

Both the Aſſiſtants ſhould be in town.

We have ſtated in our third Report, that, in conſequence of placing the Surveyor's Office under the ſuperintendance of the firſt Aſſiſtant to the Surveyors, the preſence of both theſe Aſſiſtants will become neceſſary in town.

Duties of the Draughtſmen.

"The duties of the Draughtſmen are to prepare Drawings (under the directions of "the Surveyors of the Navy) of all claſſes of ſhips and veſſels, for the approbation "of the Right Honourable the Lords Commiſſioners of the Admiralty, and, when "approved of by their Lordſhips, to make copies thereof for all ſuch as ſhall be ordered "to be built in the King's and Merchants Yards, together with a diſpoſition of the "timbers of the frame, and a profile draught and plans of the inboard works, with "ſuch other drawings relative thereto as may be ordered by the Surveyors. And "in caſe any ſhips ſhould be under repair in any of the above Yards, ſketches are "prepared and ſent for making any alterations or additions as may be directed; to "caſt the tonnage and calculate the cubical capacity of all ſhips propoſed to be "built, ſo as to aſcertain as nearly as poſſible their diſplacement; and, as the greateſt "care and exactneſs is neceſſary in the execution of this part of their duty, they "muſt be well verſed in the menſuration of ſuperfices and ſolids, and correct in their "calculations; to take an account of all Drawings of every deſcription ſent from "His Majeſty's Dock Yards, as well as from foreign parts, together with all promiſcuous ſketches, and carefully enter them in a Schedule kept for that purpoſe, ready "to be delivered to the Board when called for, and to execute every branch of Drawing (under the orders of the Surveyor) neceſſary for the building and repairing "His Majeſty's Navy. In complying with the foregoing ſervices, it requires an "unremitted daily attendance."

Two of theſe Draughtſmen are employed under the ſenior, and one under the junior Surveyor.

How now paid.

They are at preſent borne as Quartermen in the Dock Yards, and as ſuch, they are allowed two Shillings and one penny a day, and the earnings of their apprentices, beſides which, they are allowed ſeven Shillings and Sixpence a day for attending at the Navy Office.

The

The Navy Board, in their letter to the Lords Commiſſioners of the Admiralty of the 29th of April 1805, which their Lordſhips referred to our conſideration, propoſed that theſe Draughtſmen be eſtabliſhed upon a footing with the Maſter Workmen of the Yards, viz. two hundred and forty Pounds per annum in war, and two hundred Pounds in peace, to be paid them at the payment of the Yards they reſpectively belong to. As theſe perſons perform no duty in the Yards, we recommend that they be diſcontinued on the Yard-books, and that they be allowed a fixed ſalary of two hundred and fifty Pounds per annum, as Draughtſmen to the Surveyors of the Navy, in lieu of all other emoluments.

Appendix, N° 81.

How propoſed to be paid.

The Surveyors of the Navy ſhould recommend to the Navy Board the perſons whom they conſider fit for theſe ſituations, and the Board, if they approve of them, ſhould propoſe them to the Lords Commiſſioners of the Admiralty for confirmation.

SALARIES OF THE CLERKS.

Having ſtated the preſent duties of the ſeveral Officers, and the alterations we would recommend being made in thoſe duties, it is neceſſary to propoſe the ſalaries which, in our opinion, ought to be allowed to the perſons who are to execute them.

In the year 1788, the Commiſſioners of Enquiry in their Sixth Report, recommended the abolition of the practice of the Clerks in this and other Public Offices receiving Fees from individuals in remuneration for their public ſervices, and propoſed certain ſalaries in lieu thereof to be paid by the Public.

Salaries in lieu of Fees recommended in 1788.

The meaſure then recommended was not adopted till 1796, when the ſalaries propoſed in 1788, which at that time might have been thought ſufficient, were, with few exceptions, directed to be allowed in lieu of all other emoluments.

Appendix, N° 1. Adopted in 1796.

Certain Fees were at the ſame time required to be taken from individuals having tranſactions with Government, in order to be applied to public purpoſes.

Appendix, N^os 1 & 2.

In the year 1804 the Navy Board repreſented to the Lords Commiſſioners of the Admiralty the general diſſatisfaction which prevailed at the inadequacy of the encouragement which the limited ſcale of the eſtabliſhed Salaries afforded to efficient Clerks, and the "difficulties they found in the execution of the public buſineſs "entruſted to their management with the diſpatch and alacrity it neceſſarily required, "and even to prevent ſome parts of it from getting into arrear," and therefore ſtrongly recommended their ſalaries being increaſed, as the only means of removing thoſe difficulties.

Appendix, N° 6. In 1800 propoſed to be increaſed.

In 1801, finding that no increaſe had taken place, the Clerks preſented a Memorial to the Navy Board, ſetting forth the hardſhips they ſuffered, and praying for redreſs. The Board conſidered the repreſentation ſo well founded, that they were induced to call the attention of the Lords of the Admiralty to their former letter, and to recommend the adoption of the propoſal contained in it.

Appendix, N° 3. Again in 1801.

In 1803, the Clerks again applied to the Navy Board on the ſame ſubject, and that Board, for the third time, wrote to their Lordſhips in their behalf.

In 1805 the Navy Board were induced to repeat their application to their Lordſhips, who then referred it to our conſideration.

Appendix, N^os 10 & 11. In 1803, And in 1805. Appendix, N° 12.

We have inſerted in the Appendix the Memorials and Repreſentations which have from time to time been made on this ſubject, and which we conſider well deſerving of attention.

Appendix, N^os 6, 7, 8, 9, 10, 11 & 12.

The importance of the buſineſs conducted in the Navy Office makes it neceſſary that the Clerks employed in it ſhould be well qualified for their ſituations, but, without ſuitable remuneration, perſons of that deſcription cannot be obtained. Owing to the limited proſpects before them, many able Clerks have quitted the office, and others of the ſame character have only been deterred from following their example by the hope that their reiterated repreſentations would ultimately meet with attention. Their requeſts are urged with ſo much juſtice, that we conſider it proper to recommend that Government ſhould, as far as circumſtances will allow, pay the ſame attention to them as they have ſhewn to ſimilar repreſentations, no doubt equally well founded, from the Clerks in almoſt every other department of the State. With this view we ſubjoin an Account, ſhewing the Salaries at preſent allowed, thoſe propoſed by the Navy Board, and thoſe which we would recommend being eſtabliſhed.

Able Clerks have left the Office owing to the ſmallneſs of the Salaries. Appendix. N^os 7, 12, 17 & 26.

Salaries propoſed to be increaſed.

A STATEMENT, ſhewing the Salaries at preſent allowed to the Clerks of the Navy Office; thoſe propoſed in their ſtead by the Commiſſioners of the Navy; and thoſe propoſed by the Commiſſioners for Reviſing the Civil Affairs of the Navy.

	Preſent Salaries.	Salaries propoſed by the Navy Board.	Salaries propoſed by the Board of Reviſion.
SECRETARY'S OFFICE.	per annum.		
	£.	£.	£.
1ſt Chief Clerk	700	800	700
2nd Chief Clerk	None.	600	600
2nd Clerk	350	500	450
3. —	200	350	350
4. —	150	300	300
5. —	150	250	250
6. —	120	200	200
7. —	120	180	180
8. —	100	170	180
9. —	100	150	170
10. —	80	140	160
11. —	80	130	150
12. —	80	120	140
13. —	- - -	110	130
14. —	- - -	110	120
15. —	- - -	100	120
16. —	- - -	100	110
17. —	- - -	90	100
18. —	- - -	90	90
19. —	- - -	- - -	80
The Clerk choſen by the Board for Reading Clerk	- - -	50	50
Petition Clerk	150	150	200
TICKET OFFICE.			
1ſt Chief Clerk	600	600	700
Paid at the Marine Office	100		—
2d Chief Clerk	- - -	- - -	600
2d Clerk	400	500	450
3. —	200	350	350
4. —	200	250	300
5. —	150	200	250
6. —	150	180	200
7. —	150	180	180
8. —	120	180	180
9. —	120	170	170
10. —	100	160	160
11. —	90	150	150
12. —	90	140	140
13. —	80	130	130
14. —	80	120	120
15. —	80	120	120
16. —	80	110	110
17. —	80	100	100
18. —	80	100	90
19. —	80	90	80
ALLOTMENT OFFICE.			
Chief Clerk	400	500	600
Paid by Treaſury, Order 11th Auguſt 1797	100	—	—
2. —	250	350	350
3. —	200	250	250
4. —	150	200	200
5. —	120	150	150
6. —	120	130	130
7. —	100	120	120
8. —	80	100	100
9. —	80	90	90
10. —	80	90	80
CONTRACT OFFICE.			
Chief Clerk	300	400	400
2. —	150	200	200

	Prefent Salaries.	Salaries propoſed by the Navy Board.	Salaries propoſed by the Board of Reviſion.
SURVEYOR'S OFFICE.	per annum.	£.	£.	£.
Chief Clerk		300	500	500
2.		200	300	300
3.		100	150	150
4.		80	110	100
5.		80	90	80
OFFICE FOR BILLS AND ACCOUNTS.				
Accountant and Chief Clerk		800	800	800
Paid at the Marine Office		60	—	—
2d Clerk		500	500	500
Paid at the Marine Office		30	—	—
3.		300	350	350
4.		250	300	300
5.		150	250	250
6.		130	200	200
7.		120	180	180
8.		100	170	170
9.		90	150	160
10.		90	130	140
11.		80	120	130
12.		80	110	120
13.		80	100	100
14.		80	90	90
15.		80	90	80
OFFICE FOR EXAMINING FOREIGN ACCOUNTS.				
Chief Clerk		- -	550	600
2.			350	350
3.		No Officer of this Deſcription at preſent.	250	250
4.			140	140
5.			110	110
6.			90	90
7.		- -	90	80
OFFICE FOR EXAMINING THE TREASURER'S ACCOUNTS.				
Chief Clerk		500	600	600
Paid by Treaſury Order 14th July 1798		100	—	—
2.		250	350	350
3.		150	200	250
4.		100	150	150
5.		90	120	120
6.		80	100	100
7.		100	100	100
8.		80	90	80
OFFICE FOR SEAMENS WAGES.				
Chief Clerk		500	600	600
From the Cheſt at Greenwich		60	—	—
2.		300	400	400
3.		150	200	250
4.		150	180	200
5.		150	180	200
6.		120	180	180
7.		120	160	160
8.		90	140	140
9.		80	130	180
10.		80	120	120
11.		80	110	110
12.		80	100	105
13.		80	100	100
14.		80	90	90
15.		80	90	80
RECEIVER OF FEES AND PAYMASTER OF CONTINGENCIES		300	350	300

	Prefent Salaries.	Salaries propoſed by the Navy Board.	Salaries propoſed by the Board of Reviſion.
OFFICE FOR STORES.			
	per annum.	£.	£.	£.
Chief Clerk - - - - - - -	—	700	800	600
2. — - - - - - - -	—	300	350	350
3. — - - - - - - -	—	150	250	250
4. — - - - - - - -	—	100	150	150
5. — - - - - - - -	—	80	110	110
6. — - - - - - - -	—	80	90	80
OFFICE FOR EXAMINING THE STORE-KEEPER'S ACCOUNTS.				
Chief Clerk - - - - - - -	—	300	500	500
2. — - - - - - - -	—	150	250	250
3. — - - - - - - -	—	100	150	200
4. — - - - - - - -	—	80	120	150
5. — - - - - - - -	—	80	110	110
6. — - - - - - - -	—	80	100	100
7. — - - - - - - -	—	80	90	90
8. — - - - - - - -	—	80	90	85
9. — - - - - - - -	—	80	90	80
SLOP OFFICE.				
Storekeeper and Accountant for Slops -	—	450	500	500
Firſt Clerk - - - - - - -	—	150	250	250
2. — - - - - - - -	—	90	150	150
3. — - - - - - - -	—	80	110	110
4. — - - - - - - -	—	80	90	90
FIRST ASSISTANT TO THE SURVEYORS	—	400	500	600
Second ditto - - - - - -	—	250	40 0	400
Draughtſmen (Three) averaging each - - -	—	208	240 War. / 200 Peace	250
The Clerk who collects the amount of Bills of Exchange drawn in favour of the Navy Board, or Treaſurer of the Navy - -	—	In addition to his Salary as a Clerk in the Office.		
		25	25	25
Private Clerk to the Comptroller - -	—	In addition to his Salary as a Clerk in the Office. 20	30	100 If his Salary do not exceed £. 100. per annum, otherwiſe ſo much as, together with his Salary, will amount to £. 200 per annum.
All extra Clerks - - - - - -	—	79. 10.	- -	80.

MESSENGERS.

Appendix, N° 65.

As the emoluments of the Meſſengers of this office appear to be derived from various ſources, ſome authorized and regular, and others (Fees and Perquiſites) of a nature which we are of opinion ſhould be aboliſhed, we recommend that, in lieu of all other emoluments, they ſhould be allowed the following fixed ſalaries; viz.

Head Meſſenger to the Board - - - -	£. 240	per annum.
Aſſiſtant to ditto, to attend the Committee of Correſpondence - - - - -	115	—
Meſſenger to the Committee of Accounts -	110	—
Ditto - - - - - - - - Stores - -	100	—
Ditto - - - - - - - - Ticket Office -	70	—
Ditto - - Office for Seamens Wages -	70	—
Porter - - - - - - - - -	60	With apartments and a ſuit of clothes annually.

The

The Meſſengers and Porter ſhould take an oath, and give bond for the faithful diſcharge of their duty, and not receive fees or perquiſites in the ſame manner as the Clerks. Appendix, N° 80 & 81.

The Houſekeeper ſhould be continued on the ſame footing as at preſent, at One hundred Pounds per annum, with apartments.

In recommending theſe ſalaries, we have been guided by the relative importance of the duties of each office, the attendance required, and the number of Clerks employed in each; and we found the propoſals of the Navy Board ſo nearly corresponding with thoſe principles, that we have been induced, only in a few inſtances, to depart from their recommendation.

The Navy Board propoſe, that the ſalary of the Deputy Secretary and Chief Clerk in the Secretary's Office ſhould be increaſed from Seven hundred Pounds to Eight hundred Pounds per annum; but as we found it neceſſary, for the reaſons before given, to ſeparate the united duties of that Officer, and to recommend the appointment of a Deputy Secretary, with a ſalary of Eight hundred Pounds per annum, diſtinct from that of Chief Clerk, we are of opinion that the ſalary of the Chief Clerk ſhould not be increaſed, as he will have the opportunity of ſucceeding to the appointment of Deputy Secretary, and Secretary. The proſpect of promotion to thoſe ſituations has alſo induced us not to propoſe larger ſalaries for the Clerks in this office than in the Ticket Office (in which the number of Clerks is the ſame) although the attendance in the Secretary's Office is much more laborious. For the purpoſe of affording a more regular gradation in the ſalaries of the inferior Clerks in this Office, we have recommended a ſmall addition to ſome of thoſe propoſed by the Navy Board. Appendix, N° 12. Chief Clerk in the Secretary's Office.

The Navy Board propoſe that an allowance of Fifty Pounds per annum ſhould be made for a Librarian; but as we find that a perſon is now excluſively employed in four of the Offices in the care of the books and papers, and that if a general Librarian were appointed the other Perſons muſt ſtill be retained, we ſee no neceſſity for ſuch an appointment. Librarian. Appendix, N° 13.

Having propoſed that the Petition Clerk ſhould pay attention to all Perſons who may have inquiries to make at the Navy Office, in addition to his other duties, we are of opinion that his ſalary ſhould be increaſed from One hundred and Fifty Pounds to Two hundred Pounds per annum, and have propoſed that ſum accordingly. Petition Clerk.

For the Chief Clerk in the Ticket Office we have propoſed Seven hundred Pounds, inſtead of Six hundred Pounds per annum, the ſum recommended by the Navy Board. We find that an additional allowance of One hundred Pounds per annum is at preſent made to him by the Marine Office, which we are of opinion ſhould be aboliſhed, as the duties for which that allowance is made ſhould be conſidered a part of the duties of his Office. Extra Allowances propoſed to be aboliſhed in the Ticket Office.

In order to put the Chief Clerk in the Allotment Office on a footing with the Chief Clerks in the other Offices, whoſe importance may be conſidered nearly the ſame, we have propoſed that his ſalary ſhould be Six hundred Pounds per annum, inſtead of only Five hundred Pounds, as recommended by the Navy Board; but the additional allowance of One hundred Pounds per annum, now made to him under the authority of an order from the Treaſury of 1ſt Auguſt 1797, ſhould be diſcontinued. Allotment Office.

An extra allowance of Sixty Pounds per annum is alſo made to the Chief Clerk, and of Thirty Pounds per annum to the Second Clerk in the Office for Bills and Accounts, from the Marine Office, which we are of opinion ſhould be aboliſhed when the perſons who at preſent hold thoſe ſituations ſhall leave the office. In this office we have alſo, in a ſmall degree, increaſed the gradation of the inferior Clerks ſalaries beyond what were propoſed by the Navy Board. Office for Bills and Accounts.

For the Chief Clerk in the office for Foreign Accounts we have propoſed Six hundred Pounds per annum, inſtead of Five hundred and Fifty Pounds, the ſum recommended by the Navy Board; having found in the courſe of our inveſtigation into the nature of the duties to be performed in this Office, that they are very important.

The Chief Clerk in the office for examining the Treaſurer's Accounts, whoſe ſalary is propoſed to be augmented from Five hundred Pounds to Six hundred Pounds per annum, has alſo an additional allowance of One hundred Pounds per annum, under the authority of an order from the Treaſury, which we are of opinion ſhould be diſcontinued. Office for examining the Treaſurer's Accounts.

ADMIRALTY LIBRARY

'Office' for examining Seamens Wages.

An extra allowance of Sixty Pounds per annum is alſo made to the Chief Clerk in the office for Examining Seamens Wages, from the Cheſt at Greenwich, which ſhould likewiſe be diſcontinued.

Receiver of Fees.

The Office of Receiver of Fees being one which is obtained without previous ſervice, we ſee no reaſon for increaſing the ſalary attached to it.

Firſt Aſſiſtant to the Surveyors.

The Navy Board have propoſed a ſalary of Five hundred Pounds per annum for the Firſt Aſſiſtant to the Surveyors of the Navy; but, conſidering the importance of the ſituation, we are of opinion it will be right to give that Officer Six hundred Pounds per annum.

Private Clerk to the Comptroller.

The private Clerk to the Comptroller of the Navy has uſually been a Clerk in one of the Offices, and, for his additional trouble, he has been made an allowance of Twenty Pounds per annum beyond his ſalary in the Office, which we are of opinion is much too ſmall; we therefore recommend that the private Clerk to the Comptroller be allowed One hundred Pounds per annum in addition to his ſalary in the Office to which he may belong, provided ſuch ſalary does not exceed One hundred Pounds per annum, otherwiſe ſo much as, together with ſuch ſalary, will amount to Two hundred Pounds per annum. This ſelection, however, of the Clerk for this ſituation, ſhould be confined to thoſe whoſe Salaries do not exceed One hundred and fifty Pounds per annum.

Expence of increaſing the Salaries, and of the new appointments.

The additional Expence which will be incurred by the adoption of our propoſal for raiſing the ſalaries of the Commiſſioners, Secretaries and Clerks, and increaſing the preſent Eſtabliſhment of the Office, will appear by the following Account:—

AN ESTIMATE of the Expence of increaſing the Salaries of the Commiſſioners of the Navy at the Navy Board, Out-Ports, and Foreign Yards; the Secretaries, Clerks, &c. in the Navy Office: and diſtinguiſhing the Expence occaſioned by augmenting their preſent Salaries, from that occaſioned by New Eſtabliſhments and Appointments, become neceſſary in order to conduct the Buſineſs in a proper Manner upon the preſent increaſed Scale.

	Total Amount of the preſent Salaries.	Total Amount of the propoſed increaſed Salaries.	EXPENCE of the Increaſe on the Preſent Salaries. SUM.	PerCent.	New Appointments.	TOTAL EXPENCE. Sum.	PerCent
	£. s. d.	£. s. d.	£. s. d.	£.	£.	£. s. d.	£.
Commiſſioners of the Navy at the Navy Board, Out-ports, and Foreign Yards - - - - -	22,632 10 0	26,600 0 0	- - - - - - - 3,967 10 0	17½	1,200	5,167 10 0	24
Secretaries and Clerks at the Navy Office - - -	20,335 0 0	27,410 0 0	£. - - - - - 7,075				
			From which deduct as follows:				
			(A) - £.4,165				
			(B) - 1,210				
			- 5,375				
			1,700 0 0	8 1/17	4,730	6,430 0 0	31 1/3
Aſſiſtants and Draughtſmen to the Surveyors -	1,274 0 0	1,750 0 0	- - - - - - - 476 0 0	37 1/7	- - -	476 0 0	37 1/7
Houſekeeper, Meſſengers, and Porter - - - -	760 6 0	865 0 0	- - - - - - - 104 14 0	13 3/4	- - -	104 14 0	13 3/4
Total - - £.	45,001 16 0		£. 6,248 4 0	13 3/4	5,930	12,178 4 0	
(A) Extra Allowances propoſed to be aboliſhed.							
(B) Appointments of Clerks propoſed to be aboliſhed, and making allowance for the two Clerks propoſed to be removed from the Inſpector General's Office to the Secretary's Office.			Deduct the Salaries of the Chemiſt and Metal Maſter, propoſed to be aboliſhed - - - - - - - - - - - -			600 0 0	
			Total Expence - - £.			11,578 4 0	25 3/4

Appendix, N° 1. Appendix, N° 63. Appendix, N°s 6 & 12.

It has been the practice, under Your Majesty's Order in Council of 8th June 1796, to grant an extra allowance of Seven Shillings per evening to those Clerks, not having salaries exceeding Two hundred Pounds per annum, whose duties require them to attend beyond the fixed office-hours. The sum expended in this way in 1805 amounted to £. 4,105. and we find this extra allowance is rapidly increasing in amount; we therefore recommend, as it is unequal in its application and liable to abuse, and as the salaries we have proposed are considered sufficient to compensate the Clerks for all extra attendance, that this allowance of extra be discontinued, and that no other allowance beyond the salaries be made, except for special and distinct services.

Allowance of extra in 1805 amounted to £. 4,105.

Proposed to be abolished.

The sum saved by this means will of itself nearly cover the additional expence occasioned by raising the established salaries of the Secretaries and Clerks.

Saving occasioned, will nearly cover the Expence of increasing the salaries.

In the Scheme of Salaries which we have proposed, we have made no difference in the amount of them in peace and war, considering it unjust that persons, whose whole time is required to be devoted to the Public Service, and who, consequently, cannot even in peace have recourse to other means of making provision for themselves and families, should suffer a material diminution in their incomes when the war ceases.

Difference of Salaries in Peace and War disapproved.

REGULATIONS respecting the CLERKS in the NAVY OFFICE.

Attendance. Appendix, N° 1.

The fixed hours of attendance of the Clerks are from ten o'clock in the morning until four in the afternoon; and we recommend that the Chief Clerk of each Office be made responsible for seeing that the Clerks in his department be invariably in their seats in the morning at the hour appointed, and that he be required to report to the Committee under which he acts, the names of those who, after proper admonitions from him, shall persevere in the practice of coming later.

Although in some of the Offices, by a proper attention to business during the hours now prescribed, there may not be a necessity for the Clerks to attend beyond four o'clock, yet in others, the business of the day cannot be finished by that time; we therefore recommend that, when necessary, they be required to stay till five o'clock; and should a sudden increase of business call for their further assistance, we recommend that they should be required to give occasional attendance in the evening, in order to prevent the business from going into arrear: should, however, the increase of business continue, as in war, for a length of time, we recommend that extra Clerks be engaged to assist in transacting it, and discharged when the necessity for employing them shall cease.

Arrears.

As it is of the utmost importance that the business should be prevented from falling into arrear, we recommend that the Chief Clerk in each Office should be required to lay before the Committee under whose controul he may act, a quarterly Report of the state of the business in his Office, mentioning whether or not any part of it is in arrear, and whether the Clerks are efficient, and have paid proper attention to their duty. In case it should be reported to the Committees that the business of any Office under their controul has not been properly kept up, or that any of the Clerks are inefficient or have failed in their duty, the Committee should make strict enquiry into the circumstances, and report them to the Board, who should take such notice thereof and instantly apply such remedy, as will prevent the Public Service from suffering any inconvenience.

Quarterly Report proposed to be made to the Committee

How to fill up vacancies.

When a vacancy shall happen in any of the Offices, we recommend that the Clerk next in succession should succeed thereto, unless he should not be considered duly qualified for the situation, in which case the next in seniority, properly qualified, should be appointed in preference. This regulation will excite emulation and exertion.

Superannuation

We are of opinion that, when owing to old age, infirmities or incapacity, a Clerk is found unfit to perform the duties required of him, it is more advantageous to Government to superannuate him, if his length of service and good conduct entitle him to this indulgence, than retain him in the Office at the hazard of the Public Business being neglected or improperly executed, and to the prejudice of the Clerks below him, who, in order to prevent the Public Service from being injured, may have been selected to officiate for him.

Page 60.

The Commissioners of Naval Enquiry, in their Sixth Report, recommend that the Commissioners in the several Yards should, from time to time, point out to the Navy Board such Officers as they may conceive ought to be superannuated or removed from their situations; and we think that the principle of this recommendation may be extended to the Clerks in the Navy Office with advantage to Your Majesty's Service:

We

We therefore recommend that, in the cafes before mentioned, the Navy Board fhould not wait until the parties themfelves apply to be fuperannuated; but that they fhould, from time to time, point out to the Lords Commiffioners of the Admiralty, fuch Clerks as they may confider fit objects for fuperannuation; and, if there be any perfons of this defcription now in the Navy Office, we recommend that they be forthwith fuperannuated, and that their places be filled by thofe next in feniority, who may be properly qualified.

The rates of Superannuation fhould not exceed the following allowances:

		If obliged to retire from old age or infirmities.	If obliged to retire from incapacity.
After a Service of -	10 and under 15 years	$\frac{1}{3}$ of his Salary	None.
	15 - - - 25 - -	$\frac{1}{2}$	$\frac{1}{4}$.
	25 - - - 35 - -	$\frac{2}{3}$	$\frac{1}{3}$.
	35 - - - — - -	$\frac{3}{4}$	$\frac{1}{2}$.

In cafes of frequent negligence or other mifbehaviour, the Clerks fo offending fhould be difmiffed, by direction of the Board, without any provifion whatever. Mifbehaviour.

No Clerk fhould be entered in the Navy Office until he be fixteen years of age; and before his entry, either as an Extra Clerk or on the Eftablifhment, we recommend that a month's trial fhould be made of his qualifications in the Office in which he is propofed to be entered; and that the Committee under whofe fuperintendence fuch Office is placed fhould, at the expiration of that time, certify to the Board whether he be properly qualified or not; according to which Certificate, when the Board are fatisfied of its impartiality, he fhould either be entered or rejected. Appointment of Clerks.

In the appointment of Clerks on the Eftablifhment, we recommend that a preference be given to the moft able and deferving Extra Clerks; felecting them, if properly qualified, according to the length of time they have been in the Office.

We annex the Form of an Oath, and Bond, which fhould be taken by every Clerk on his appointment. Appendix, N^os 80 & 81.

The Commiffioners of Naval Enquiry, in their Firft Report, recommend that "all "Warrants directing any new regulation or alteration in prices, or enforcing a more "regular obedience to articles of Inftructions and Standing Orders, grown into "habitual neglect, fhould be carefully notified to the Clerks of the departments to "which they relate." Page 22. Circulation of Orders.

As the duties which the Secretaries are required to perform are too great to admit of this additional duty being impofed upon them, we would recommend that, inftead of the Orders being notified to the Clerks in the departments to which they relate, each Committee fhould fix upon a Clerk, properly qualified, in each Office under its controul, to felect the Orders in queftion from the books in the Secretary's Office, and enter them in a book to be kept for that purpofe in the Office to which they relate. Appendix, N° 15. We find that this is the practice for the Clerks in fome of the Offices to make the felection of the Orders in the manner we have recommended, but we think the importance of the duty requires that the felection of the Clerks to execute it fhould reft with the Committee.

The Commiffioners of Naval Enquiry, in their Third Report, recommend that Page 187. "the Secretaries, under the direction of the feveral Committees, be ordered to "draw up a Code of Inftructions for each Office, branching its duties to the feveral "Clerks; that thefe Inftructions be laid before the Navy Board, and, when revifed "and corrected, be eftablifhed; and that additions be made thereto as occafion may "require." Inftructions for Offices and Clerks.

The Chief Clerks in the feveral Offices are confidered refponfible that the Clerks employed under them perform their duty in a proper manner; and whenever any Regulations for conducting the bufinefs are thought neceffary by the Board, or either of the Committees, a Minute is fent to the Chief Clerk in the Office to which it relates, who fees that proper attention is paid to it by the Clerks in his Office. Appendix, N° 15.

The Inftructions as propofed, in order to be of utility, muft defcend to minutiæ, which we think the variety of bufinefs that paffes through each Office will not admit of; and even if it did, we conceive that a more thorough knowledge of his duties will be gained by a Clerk in the courfe of his progrefs through the different ftages of an Office, than can be learned from any written Inftructions. Although, therefore, we agree in the propriety of a Code of Inftructions for each Office, containing the outlines of the duties of that Office, being drawn up by the Secretaries under the direction of each Committee, and laid before the Board for them to revife

and eſtabliſh, yet we conſider it unneceſſary, and indeed ſcarcely practicable in thoſe Inſtructions, to branch the duties of each Office to the ſeveral Clerks.

The diſtribution of the buſineſs among the Clerks ſhould remain with the Chief Clerks, who are reſponſible for its proper execution, and who, from the knowledge of the abilities of thoſe employed under them, muſt be the moſt competent to aſſign to each ſuch part as may be beſt ſuited to his abilities.

From the ſtatements of the duties of each Office contained in this Report, and the exiſting Minutes in the ſeveral Offices, we conceive the Secretaries of each Committee will be able, with very little trouble, to draw up Inſtructions containing the outlines of the duties of each Office, which is all that is neceſſary; to theſe Inſtructions ſhould be added ſuch Minutes as the Board, or Committees, may from time to time find it neceſſary to iſſue, and where they occaſion any alteration in the original Code, the ſame ſhould be duly noticed in it, by which means a comprehenſive and clear view may at all times be had of the duties of each Office.

FEES.

Fees propoſed to be applied towards the Payment of Salaries.

Having ſubmitted to Your Majeſty our obſervations upon the buſineſs of the Navy Office, and propoſed ſome alterations in the Salaries of the Commiſſioners of the Navy, and their ſubordinates, which muſt, if adopted, be attended with an additional expence; We have now to ſubmit a plan for taking off that charge from the Public, by a moderate increaſe on the cuſtomary Fees received at the Office, and a more equitable mode of levying them.

We are fully of opinion with the Commiſſioners of Enquiry, in their Report of the 14th February 1788, that "certain Fees upon buſineſs done, and inſtruments iſſued "from this Office, ſhould continue to be paid" according to Tables preſcribed, and fixed or hung up in ſome conſpicuous ſituation in each department.

Moderate and defined Fees upon the great variety of documents iſſued from the Navy Office, would ſcarcely be felt by individuals; but however ſmall in themſelves, yet from their number, they would produce in the aggregate, a conſiderable ſum, and conſequently, a material ſaving to the Public by their application to the payment of ſalaries.

We ſee no reaſon why the Fees ſhould remain the ſame as they were many years ſince, while all other expences have increaſed in conſequence of the great diminution in the value of money, and of the conſequent augmentation of the charge of more than fifty per cent. upon all the other neceſſaries of life, ſince thoſe Fees were eſtabliſhed.

Fees in other Offices applied to the payment of Salaries.

In ſome other offices under Government the greater part of the ſalaries of the Clerks are paid out of the fund ariſing from the receipt of Fees, to the ſaving of a very material expence to the Public.

It indeed appears to us highly reaſonable that perſons who tranſact buſineſs with the Public, and derive advantage in conſequence of it, ſhould proportionably contribute to relieve the State in ſome degree from a burden which muſt increaſe through the neceſſity of the times.

By the Appendix to the Thirty-ſixth Report of the Select Committee of the Houſe of Commons on Finance, dated the 26th June 1798, it appears that in purſuance of the recommendation of the Select Committee, Your Majeſty was pleaſed to give an order that the whole of the Fees accruing on buſineſs tranſacted in the War Office from and after the 25th of December 1797, ſhould be collected and paid into the hands of the firſt Clerk, and conſtitute one general fund, from which ſhould be defrayed, as far as the ſaid fund might produce, the ſalaries of the Deputy Secretary at War, Clerks and Attendants, at ſuch rates as Your Majeſty ſhould think fit to approve.

In the Report of the three Secretaries of State referred to by a Committee of the Lords of Your Majeſty's moſt Honourable Privy Council, dated 3d February 1795, and confirmed by Your Majeſty's Order in Council of the 27th February following, "it is ſtated, that with regard to the general queſtion of Fees and Gratuities, thoſe "which are now received in our reſpective Offices are, as we conceive, ſo moderate, "and have been ſo long authorized by Order of Council, or by cuſtom, that we ſee no "ground for their abolition."

"We think therefore, that they ſhould be received as heretofore, and be applied "towards defraying the expence of the Eſtabliſhments."

Vide Appendix A. to the 17th Report of the Committee on Finance, page 40.

In the ſame Report, unauthorized Fees or Gratuities are entirely diſallowed.

It appears by the Statement of the Navy Board, laid before the ſaid Select Committee, and annexed to their Seventeenth Report [Appendix, D. 3.] that in the years 1782,

1782, 1795, and 1796, the Fees and Gratuities exceeded in each of thoſe years the ſum of Ten thouſand Pounds, and were paid, as far as we can learn, without heſitation or complaint; but that ſince the laſt of thoſe years, upon the new arrangement made in regard to the receipt of Fees, eſtabliſhed in 1796, a very conſiderable diminution has occurred to the amount of ſeveral thouſand Pounds per annum.

Amount of Fees decreaſed in 1796. Appendix, N° 68.

It is true, the Fees received in the years above-named were conſidered as private emoluments belonging to the perſons who received them, and as aids to their then very low ſalaries; but we ſee no reaſon why ſimilar Fees ſhould not again be received for the public advantage, when the Rates are properly digeſted, and eaſily known by a view of the Tables hung up in the ſeveral departments.

From the information we have received, and the beſt calculations we have been enabled to form, there is reaſon to believe that the Fees propoſed in the following Table, which only in a few inſtances much exceed thoſe taken at preſent, if confined to the payment of ſalaries, will provide a Fund fully ſufficient for paying the increaſe of ſalaries we have propoſed, and the additions to the Eſtabliſhment, which we have now ſubmitted to Your Majeſty.

Fee Fund will defray the Expence of increaſing the Salaries.

On conſidering the fees which are at preſent eſtabliſhed, we think there are ſome which bear hard upon the individuals, (chiefly poor Seamen) from whom they are required. Inſtead, therefore, of propoſing any increaſe upon them, we recommend their being altogether aboliſhed; thoſe we allude to are the following, viz.

Fees required from poor Seamen propoſed to be aboliſhed.

Cooks, being common Seamen, who have received wounds in the Service of their Country; a Fee is now required from them on their appointment.

Warrant Officers, (i. e. Boatſwains, Gunners, and Carpenters) from whom a Fee is now required, both when applying to be ſuperrannuated, and when granted their Superannuation Order.

Seamen petitioning for wages due to them.

Preſent and Propoſed TABLE of FEES upon Contracts, Warrants and other Inſtruments, made or iſſued at the Navy Office, &c.

DESCRIPTION OF INSTRUMENT.	FEE. Preſent.	FEE. Propoſed.
	£. s. d.	£. s. d.
CONTRACTS.	each.	each.
Contract for a 74 gun Ship, or 3d Rate	15 15 —	21 — —
— — — — Frigate, or 20 gun Ship	10 10 —	15 15 —
— — — — Sloop	5 5 —	8 8 —
— — — — Gun Brig	1 1 —	5 5 —
Writing a Contract for Hemp, 100 Tons or under	1 1 —	1 1 —
— — — — — — — every additional 50 Tons	nothing	— 10 6
— — — — — — — Iron, 100 Tons or under	1 1 —	1 1 —
— — — — — — — every additional 50 Tons	nothing	— 10 6
	each.	each.
— — — — — — — Timber, 100 Loads and under	1 1 —	— 10 6
— — — — — — — every additional 50 Loads	nothing	— 5 —
	each.	each.
Charter-party for Ships and Veſſels under 150 Tons	1 1 —	1 1 —
— — — — — — — — — of 150 and under 200 Tons	1 1 —	1 11 6
— — — — — — — — — — 200 — — 250	1 1 —	2 2 —
— — — — — — — — — — 250 — — 300	1 1 —	2 12 6
— — — — — — — — — — 300 — — 400	1 1 —	3 3 —
— — — — — — — — — — 500 — and upwards	1 1 —	5 5 —
STANDING CONTRACTS. (Being of great Amount.)	for each Contract.	for each Yard.
Writing a ſtanding Contract for Blockmaker's Wares, Bedding and Blankets, Braziers' and Founders' Goods, Marine Cloathing, Slops, Copper Sheets, Nails and Bolts, Colours, Cordage, Dantzic Goods, Fire-hearths, Glaſs, Ironmongery, Maſts (American) Norway articles, Riga articles, Rigging Ships, Pumps	1 1 —	2 2 —
For any other Contracts, not here enumerated, which the Navy Board may conſider about equal, in point of magnitude and value, to the foregoing	1 1 —	2 2 —
Writing ſmall ſtanding Contracts, which, from their multiplicity, are not here enumerated	1 1 —	1 1 —
For any other Contracts not here enumerated or alluded to	1 1 —	1 1 —

DESCRIPTION OF INSTRUMENT.	FEE. Present.	FEE. Proposed.
WARRANTS AND OTHER INSTRUMENTS ISSUED.	£. s. d.	£. s. d.
	each.	each.
Warrant appointing a Maſter to 1ſt, 2d and 3d Rates	1 1 —	2 2 —
- - - — - - - - - - all other Rates	1 1 —	1 1 —
- - - — - - Purſer to 1ſt, 2d and 3d Rates	1 1 —	2 2 —
- - - — - - - - - - all other Rates	1 1 —	1 1 —
- - - — - - Boatſwain	— 5 —	— 5 —
- - - — - - Gunner	— 5 —	— 5 —
- - - — - - Carpenter	— 5 —	— 5 —
- - - — - - Sailmaker	— 5 —	— 5 —
- - - — - - Cook	— 2 6	to be aboliſhed.
Purſers of Ships in ordinary, in conſideration of their not being required to be with their Ships	per Quarter. — 2 6	per Quarter. — 5 —
	each.	each.
For Leave of Abſence to other Warrant Officers	— 2 6	— 5 —
Penſions above £. 100 per annum	1 1 —	1 1 —
A Certificate of the Time of Service of a Perſon previouſly to paſſing his Examination for Lieutenant	— 10 6	— 10 6
A Certificate of having paſſed Examination for Lieutenant	— 10 6	— 10 6
- - - - - Captains, Lieutenants, and others, having cleared their Impreſts	— 2 6	— 2 6
- - — - - to Warrant Officers applying for Superannuation	— 5 —	to be aboliſhed.
- - — - - Petty Officers and Seamen, to enable them to paſs Examination for Gunners, Pilots, &c.	— 5 —	— 5 —
- - — - - Captains, to enable them to receive their Pay	— 10 6	— 10 6
- - — - - Lieutenants	— 5 —	— 5 —
- - — - - Maſters	nothing.	— 5 —
- - — - - a Boatſwain, Gunner, Carpenter, or other Officer, of having paſſed his Accounts	— 5 —	— 5 —
Orders to Yard Officers to ſupply a Merchant Ship with Stores	1 1 —	2 2 —
Stores—On the amount of all Bills in courſe, iſſued for Stores ſupplied or Services performed, at the rate of per £. 1,000	1 1 —	2 2 —
Impreſts—On the amount of all Impreſt Bills in courſe, per £. 1,000	— 10 —	1 1 —
Bill of Sale for Ships, at the rate of per £. 1,000	1 1 —	2 2 —
Certificates to Prize Liſts, 1ſt, 2d, and 3d Rates	1 6 —	3 3 —
- - - — - - - 4th and 5th	1 6 —	2 2 —
- - - — - - - Sloops and other Veſſels	1 6 —	1 1 —
Making out Prize Liſts, 1ſt, 2d, and 3d Rates		3 3 —
- - - — - - 4th and 5th	nothing.	2 2 —
- - - — - - other Rates		1 1 —
Making out Dead Mens' Cloaths Bills, when omitted to be ſent with the parties Tickets, per cent.	1 1 —	1 1 —
Certifying and entering a Dead Cloaths Bill on the Books for Payment, per cent.	1 1 —	1 1 —
	each Entry of whatever Amount.	per Cent.
Entering Sign Manuals for Allowances payable out of old Stores, at per cent.	1 1 —	1 1 —
	per Cent.	per Cent.
Examining, tracing and checking Purſer's Victualling Books, depending on the amount of their Balance Bills, at per cent.	— 15 —	1 1 —
Superannuation of Boatſwains, Gunners, and Carpenters	— 10 6	to be aboliſhed.
Making out Bills for Salvage of His Majeſty's Ships re-taken from the Enemy	per £ 1000. — 10 6	per Cent. — 5 —
Making out Bills for Salvage of Anchors and Cables belonging to His Majeſty's Ships under £. 5	nothing.	nothing.
Making out Bills for Salvage of Anchors and Cables belonging to His Majeſty's Ships from £. 5. to £. 10.	— 2 6	— 3 —
- - — - - 10 to 15	— 5 —	— 7 6
- - — - - 15 to 20	— 7 6	— 10 6
- - — - - 20 and above	— 10 6	— 15 —
Stating claims of Head Money, and making out Bills to the Claimants, per £. 1,000.	1 1 —	3 3 —
Certifying Purſer's Tobacco Liſts, at per cent.	— 5 —	— 5 —
Paſſing Purſer's Slop Accounts per annum, for 1ſt and 2d Rates	2 2 —	3 3 —
- - - — - - - 3d	1 11 6	2 2 —
- - - — - - - 4th	1 1 —	1 11 6
- - - — - - - 5th	— 15 6	1 1 —
- - - — - - - 6th	— 10 6	— 12 6
- - - — - - - Sloops	— 7 6	— 10 —
- - - — - - - Tenders	— 15 —	1 1 —
- - - — - - - Tranſports	— 2 6	— 2 6

DESCRIPTION OF INSTRUMENT.	FEE. Present.	FEE. Proposed.
	£. s. d.	£. s. d.
Copies of Admiralty Orders for the Entry of Purfers whofe Accounts for former Ships are not paffed	— 2 6	— 5 —
for difpenfing with Officers Accounts	— 2 6	— 5 —
Noting Affidavits difpenfed with for Half-pay Admirals	— 2 6	— 10 —
Captains	— 2 6	— 5 —
other Officers	— 2 6	— 2 6
Making out Bond Tickets	— 2 6	— 2 6
Searching Ships-books, demanded and taken by Act of 32d George III.	— 1 —	— 1 —
Bills for clearing the annual Accounts of Captains employed on the Impreſs Service	nothing.	1 1 —
Lieutenants	Ditto	— 5 —
on Sea Fencible Service—Captains	Ditto	1 1 —
Lieutenants	Ditto	— 5 —
For Letters to the Trinity Houſe to examine Maſters and Pilots, and report their qualifications	— 5 —	— 5 —
Petitions	— — 6	to be abolifhed.
Clerks in the Navy Office on their appointment on the Eſtablifhment	nothing.	5 — —
Ditto on advancement on the amount of the increaſe of ſalary received	nothing.	per Cent. 5 — —

IN the inveſtigation of the extenſive and complicated duties of the Navy Board, we have been forcibly ſtruck with their rapid increaſe in every department, and with the inadequacy of the addition to the Eſtabliſhment provided for the execution of them. Conclufion.

The natural conſequences have been a growing arrear in every branch of the buſineſs, a continued ineffectual ſtruggle to bring it up, and a total inability on the part of the Navy Board, under ſuch uninterrupted preſſure of current tranſactions, to find the time neceſſary for general arrangement, or the accompliſhment of any effectual improvement of the ſyſtem of management; nor has it been in their power in all caſes to avoid thoſe errors, irregularities, omiſſions, and inaccuracies, which will always be found to occur in buſineſs executed in haſte.

In our firſt Report, finding that the Officers in the Dock Yards had not been fully inſtructed in their duties, we obſerved, "that every perſon entruſted with an "Office ſhould be made ſtrictly reſponſible for the regular execution of it; but that, "before this neceſſary rule can be rigidly enforced, juſtice requires that the Officer "ſhould be made perfectly acquainted with all the particulars of his duty."

In our Third Report, obſerving with concern that our Shipwrights had little knowledge in the theory or ſcience of Naval Architecture, we imputed the blame of that great defect, not to them, but to Government, which had provided no means for their inſtruction.

Purſuing the ſame principles and rules of judging in the preſent caſe, we think it right to ſtate as our opinion, that, though every defect ariſing from the want of induſtry or fidelity is to be charged to thoſe employed in the execution of the duties of any Office, we conſider all thoſe evils, which are the conſequence of inadequacy in the Eſtabliſhment, to be imputable to Government.

The Commiſſioners of Enquiry appointed in 1785, in their Third Report, mention the great arrears of Accounts then exiſting; ſince which time, the extenſion of the Naval Service in every branch, and the creation of new duties, have preſſed ſo heavily on the Office, that although many of thoſe old arrears have been liquidated, new ones have ariſen, greatly exceeding the former.

The buſineſs of the Store branch, and of all that fall under the direction of the Surveyors, has naturally increaſed in proportion to the augmentation of the Navy, and it will appear by a Statement in the Appendix, that the buſineſs of correſpondence is nearly twice as extenſive as it was in 1796, when the exiſting Eſtabliſhment of the Navy Office was fixed. Appendix, N° 17.

We are at the ſame time aware, that no inconſiderable part of this load of buſineſs in each department, is occaſioned by the want of proper arrangement and method in the conduct of it, and it has been our great object, in the regulations we have propoſed, to introduce order, and ſimplify the plan. But the ſaving of time, and the diminution

nution of labour that will by thoſe means be occaſioned, cannot be aſcertained without trial, nor eaſily eſtimated. And, though we have hopes that the effect and the benefit will be important, we cannot truſt to this alone, and have therefore found it neceſſary to recommend an increaſed Eſtabliſhment.

10th Report, page 438. We concur with the Commiſſioners of Naval Enquiry, that it is "falſe economy "in not augmenting the eſtabliſhment of Clerks in proportion to the increaſe of "buſineſs;" and with the Commiſſioners in 1788, that "no material benefit or "alterations for the better can be expected, unleſs the ſalaries of perſons employed "in the ſeveral Offices, both at home and abroad, ſhall be rendered adequate to their "ſervices and ſtations."

In the additions we have propoſed, we truſt that we have not gone beyond the bounds which a proper regard to true economy will allow; and, by a moderate augmentation, and more equitable mode of levying the fees which may be taken, without giving juſt ground of complaint to the perſons who are to pay them, we have provided a Fund which will fully anſwer that expence, and prevent any real burden, on that account, on the Public.

We have, at the ſame time, little doubt that the Eſtabliſhment now recommended, will be found adequate to the duties to be performed, if ſtrict attention be enforced, and care be taken that the perſons who are choſen to execute thoſe duties be properly qualified; and perhaps, when the buſineſs now ſo much in arrear, ſhall be brought up and ſettled, it may be found that ſome reduction may be made of the Eſtabliſhment, which we now deem neceſſary for bringing matters into order.

We have recommended in the courſe of our Report, ſuch of the improvements in the mode of tranſacting certain parts of the buſineſs of the Navy Office, ſuggeſted by the Commiſſioners of Naval Enquiry, as appeared to us proper to be adopted, and have alſo propoſed ſuch others as have occurred to ourſelves; but we are aware that many other official alterations and arrangements are ſtill neceſſary, before order and ſyſtem can be eſtabliſhed in the ſeveral Offices under the controul of the Navy Board.

Many of thoſe official arrangements, though neceſſary, are variable in their nature, and from that circumſtance, as well as from their minuteneſs, would not admit of our detailing them; we have therefore confined our Report to thoſe which appeared to us of magnitude, or capable of being permanently regulated; and, having now propoſed ſuch an Eſtabliſhment as, we truſt, will enable the Board not only to carry on the current buſineſs with ſufficient deliberation and care, but alſo to make improvements in the general Regulation of it; We ſtrongly recommend that the attention of the Commiſſioners be directed to the important ſubject of regulating the mode of tranſacting the buſineſs in the ſeveral Offices under their controul, as ſoon as they ſhall be provided with the means which we have propoſed for enabling them to do ſo with effect.

It has been ſtated to us, that the want of room to employ ſufficient Clerks, is one reaſon why the buſineſs has been ſuffered to run into arrear; and, though perhaps not ſtrictly within the limits of our duty, yet we conſider it proper to notice this circumſtance, and recommend that ſuch additional apartments may be immediately provided for the Navy Office as may be neceſſary to contain the number of Clerks required to conduct the buſineſs.

(Signed)

BARHAM. (L.S.)
JOHN FORDYCE. (L.S.)
ROGER CURTIS. (L.S.)
WM DOMETT. (L.S.)
AMBROSE SERLE. (L.S.)

Office of Naval Reviſion,
9th July 1806.

(A Copy)

John T. Briggs,
Secretary.

THE

FOURTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs

of

HIS MAJESTY'S NAVY.

(Dated 9th July 1806.)

Ordered, by The Houſe of Commons, *to be printed.*
11*th April* 1809.

THE

FIFTH REPORT

OF THE

COMMISSIONERS

FOR

Revising and Digesting the Civil Affairs of His Majesty's Navy.

(Dated 2d Auguſt 1806.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

To the KING's Most Excellent MAJESTY.

The FIFTH REPORT of The COMMISSIONERS appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of HIS MAJESTY's NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into Their particular Conſideration all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE ON FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service; and to conſider and deviſe the beſt means of carrying the ſame into execution, in the moſt convenient and expeditious Manner; and to report on all the Matters aforeſaid from time to time as They ſhall ſee occaſion.

Preſent Inſtructions for the Foreign Yards,

THE Inſtructions for the Officers in Your Majeſty's Foreign Yards, were taken from the Digeſt Book mentioned in our Firſt Report; and, in January 1800 they were reviſed, and ſuch Orders as had been iſſued ſubſequent to the date of thoſe Inſtructions, were added.

the moſt comprehenſive of any.

Having been ſo recently drawn up, we have found them the moſt comprehenſive of any that have come under our reviſal; but, though we agree with the Commiſſioners of Naval Enquiry in thinking that the preſent Inſtructions to the Officers in Your Majeſty's Yards abroad appear to have been drawn up with great care and attention to the Public Intereſt, we muſt at the ſame time obſerve, that we have found ſuch defects in the arrangement of them, as muſt prevent their being ſo clearly underſtood, or ſo generally uſeful, as they might be made. The ſubjects they contain are not claſſed according to their natural connection with one another, but are diſperſed, without order or regularity, through the whole collection. This want of order has led to many unneceſſary repetitions and references; and articles of Inſtruction have been left in them, though rendered obſolete or uſeleſs, in conſequence of ſubſequent regulations. Beſides this want of arrangement, we found the Inſtructions defective in one very material point; they preſcribe no particular manner or form in which the numerous accounts in the Foreign Yards are to be kept by the Officers; conſequently, theſe accounts have been ſent to the Navy Office in various ſhapes, according to the will or choice of the different Officers employed in Your Majeſty's Yards abroad; which want of ſyſtem and uniformity, in the mode of executing this part of their Duty, muſt have cauſed conſiderable more labour and difficulty in the Navy Office, in examining and ſetting the accounts.

1ſt Report, page 27.

Still defective.

Conſequence.

We have found too, from Officers who had ſerved on the ſtations abroad, that a waſteful Expenditure of the Public Stores has too often taken place; which we conceive may be leſſened, or altogether prevented, by the eſtabliſhment of proper checks.

Appendix, Nos. 83, 84, & 85.

Waſte of Stores abroad.

Remedy.

Proposed Instructions.

In the following Instructions we have endeavoured to correct this want of order, and to remedy those evils. In our attempt to accomplish these objects, we have, perhaps, entered more into particulars than we could have wished; but, considering that the distance of these Yards renders the difficulty of controlling them very great, we thought it better to be minute, than to run the risk of the return of irregularities into those establishments, in consequence of the Duties of the Officers not having been fully explained.

We have classed these Instructions under various distinct Heads, bringing under each Head the parts that are naturally connected; and we have introduced such improvements upon the former Instructions as appeared to us to be proper; we have also found it necessary to make considerable additions to them, in order to adapt the whole to the present extensive scale of the Naval Service.

In the improvements and additions which we have recommended, we have paid due attention to the alterations proposed by the Commissioners in 1788, as well as to those of the Commissioners of Naval Enquiry.

We have referred also to the new Code of Naval Instructions lately prepared by the Board of Admiralty, and have kept in view the Instructions to the Officers of Your Majesty's Dock Yards at home, contained in our First Report, that nothing in them might be omitted, which could in our opinion be applicable to the Service in the Foreign Yards.

In order to guard against the continuance of the inconvenience which has been found to arise, from the want of system and uniformity in the mode of accounting for monies and stores which has hitherto prevailed, we have inserted, in the Appendix to this Report, a set of forms, in which the accounts in the Foreign Yards should be kept and rendered; and, after consulting the persons most likely to give us useful information, we have recommended, in the following Regulations, the checks which seem to us the best adapted for preventing abuses and the waste of stores, which have been the cause of so much well-founded complaint.

Page 734.

The Commissioners of Enquiry in their Ninth Report, dated the 1st May 1788, propose that "in addition to the Duties which are at present annexed to the office of "Commissioner at an Out Port in Great Britain, every such Commissioner at a Foreign "Station do superintend and control the execution of all such contracts, as shall "from time to time be concluded by the Commissioners of Victualling at home, for "the supply of Your Majesty's ships with provisions or stores; that he do correspond "with and be considered as representing the said Commissioners, in like manner as "the respective Commissioners of the Out Ports in this Kingdom are to correspond "with and represent the Commissioners of the Navy in London."

We entirely concur with those Commissioners in the propriety of what they have thus recommended, and would further propose that at those establishments abroad, where a Commissioner of the Navy is resident, he should be required to take upon himself, not only the general superintendence of the department for Victualling Your Majesty's ships, as recommended by them, but likewise the departments belonging to the Transport Service, and for taking care of sick and hurt Seamen, and for Prisoners of War. With this view, we have added a specific article to the Instructions for the Commissioner abroad; who should also be furnished, by the Commissioners of those Boards, with copies of the Instructions under which their Officers act.

Commissioners of the Foreign Yards proposed to have the superintendence of the Transport, Sick and Hurt, Prisoners of War, and Victualling Departments.

(Article 19.)

1st Report, Page 23.

When treating of the Naval Establishments on Foreign Stations, the Commissioners of Naval Enquiry recommended that "Commanders in Chief be always furnished by "the Navy Board with a copy of the Instructions and all Documents being Instructions, "to enable them to superintend the conduct of the Officers of the Naval Depart- "ments abroad, which Instructions they should leave with their successors." They state also that they "are aware how much, during war, a Commander in Chief's time "is taken up with the military part of his Duty; but as the good conduct of the "Officers, entrusted with the Civil Departments, depends almost entirely on the strict- "ness which he may uniformly require to be observed by them, and on his vigilance "and attention to prevent and correct abuses, they think he ought to have authority "to investigate the accounts of such Officers in any way he may judge proper; and "to suspend or remove those whose misconduct may be injurious to the Public "Service."

Commanders in Chief to have copies of all Instructions to the Officers in the Naval Department abroad.

We are of opinion that the Commanders in Chief on Foreign Stations should be furnished not only by the Navy Board, but also by the Transport, and Sick and Hurt, and Victualling Boards, with copies of the Instructions to the Officers acting under those Boards in the several Naval Establishments abroad; but, as we conceive it would occupy too much of the time of the Commander in Chief if he were himself to in-

vestigate

veſtigate the accounts of theſe Officers, we recommend that at ſuch of Your Majeſty's Naval Eſtabliſhments abroad where there is no reſident Commiſſioner, the Commander in Chief or ſenior Officer of Your Majeſty's ſhips be directed to cauſe, at the end of every quarter, or oftener if he think proper, all the accounts belonging to ſuch Eſtabliſhments, to be inveſtigated by one Captain, one Lieutenant, one Maſter, and one Purſer of the ſhips under his command, with the addition of a Surgeon to examine the accounts of the Sick and Wounded Department; and ſhould there be but one ſhip preſent at the periods above-mentioned, the Captain of ſuch ſhip to take to his aſſiſtance not leſs than two of his Officers of the above deſcription, and execute this ſervice.

and cause their accounts to be examined when there is no Commiſſioner reſident.

Naval Enquiry, Report, page 21.

The attention of theſe Officers ſhould be directed not only to the regularity of the accounts and vouchers in point of form, but alſo to the juſtneſs of the ſame;—whether the Stores which have been purchaſed were procured at the cheapeſt or current market price at the time, and whether the Merchants and Tradeſmen who have ſigned the different vouchers required, are perſons of reſpectability.

Objects of inveſtigation.

If the Officers in queſtion be ſatisfied with the propriety of the expenditure, and the correctneſs of the accounts, they ſhould certify their approval of the whole at the foot of the accounts; but if they ſhould diſcover any irregularities or abuſes in the courſe of their inveſtigation, they ſhould report them to the Commander in Chief, in order that he may take ſuch further ſteps as he may think neceſſary on the occaſion.

Advantages of examining the accounts where the diſburſements are made.

It muſt be obvious that the immediate examination of accounts on the ſpot where the expences have recently been incurred—where the prices of every article purchaſed are known—and where evidence can be obtained on any point which may require explanation, will be much more effectual than any inveſtigation they can undergo in England, where little elſe can be expected to be attended to but their regularity, and where conſiderable time muſt elapſe before any explanation that may be required from abroad can be obtained. This inveſtigation abroad ſhould not however prevent the ſame ſtrict examination from taking place at home as is now practiſed.

Page 734.

The Commiſſioners of Enquiry, in their Ninth Report, dated 1ſt May 1788, after expoſing "abuſes of the moſt alarming nature which had prevailed at different Foreign Stations," recommend, in order to prevent and correct abuſes in future, "that a Commiſſioner be appointed to reſide at Halifax, and likewiſe at one "of the Iſlands in the Weſt Indies, and at Bombay, as alſo at any other Port during "actual war, at which a large fleet may be expected to rendezvous."

Commiſſioners have ſince very properly been appointed at Halifax, Jamaica, Antigua, and Malta, from whoſe ſuperintendence, we have no doubt, much public good has ariſen; but as a Commiſſioner has not yet been appointed at Bombay, we recommend that one be eſtabliſhed at that Iſland, and alſo another at Madras.

Commiſſioners propoſed to be appointed at Bombay and Madras.

Admiral Rainier, who has ſerved as Commander in Chief in the Eaſt Indies for more than ten years without intermiſſion, concurs with us in thinking that the appointment of a Commiſſioner at Bombay would be a very beneficial meaſure.

Appx. No. 87.

We find that in 1804, the ſums of money which were drawn for the expences of the Eſtabliſhments at Bombay and Madras, in one Department only of the Naval Service (that under the Navy Board) amounted to almoſt as much as the expence of all the other Naval Eſtabliſhments abroad, where Commiſſioners of the Navy are now reſident, and in 1805 to upwards of £.150,000 more than at all thoſe other Eſtabliſhments together; and, by the accounts in the Appendix, it will appear that the expence of the different Naval Eſtabliſhments at Bombay and Madras, which we propoſe to ſubmit to the ſuperintendence of the Commiſſioners whom we recommend being appointed, amounted in 1804 to £.387,382. 12. 2. and in 1805 to £.496,665. 13. 3. Conſidering therefore, that theſe vaſt ſums of money are annually expended for the Naval Service in thoſe parts, without the diſburſements being inveſtigated and controlled on the ſpot by any Officer, except occaſionally by the Commander in Chief, "owing to whoſe long abſence at times," as Admiral Rainier obſerves, "from the principal Ports of repair and refit the above ſervices are but "very imperfectly attended to, in default whereof many abuſes and irregularities "take place detrimental to the Service and putting the Crown to unneceſſary "expences:" We feel it our duty to urge the neceſſity of appointing a Commiſſioner at Madras, as well as at Bombay, in preference to one at Bombay only, which Admiral Rainier ſeems to be of opinion "would be ſufficient for a firſt eſſay."

Appendix, Nos. 88 & 89.

	1804.	1805.
Gibraltar - Malta - Halifax - Jamaica - Antigua -	£.175,132. 11. 7.	£.207,854. 0. 3.
Madras - Bombay -	£.166,896. 18. 0.	£.365,716. 7. 10.

Money expended without controul in India.

Appendix, Nos. 88, 89, 90, & 91.

£.387,382. 12. 2
£.496,665. 13. 3

Appx. No. 87.

If one Commiſſioner only were to be appointed, the time that would be occupied, and the expence that would be incurred in travelling every year between ſuch diſtant places as Bombay and Madras, and the abuſes that might be committed during the periodical abſence of the Commiſſioner from each of the Eſtabliſhments at thoſe places, would in a great meaſure defeat the object of a controlling power.

The Commiſſioner, propoſed to be reſident at Madras, ſhould viſit Calcutta and Prince of Wales Iſland, as often as may be neceſſary to control the expences in the Naval Departments at thoſe places; and, if ever it ſhould be thought proper to make either Trincomalee or Prince of Wales's Iſland, the principal rendezvous for the fleet in that part of India, it would be right for the Commiſſioner to reſide there inſtead of at Madras, where in that caſe it would be unneceſſary to have any Naval Eſtabliſhment.

Commiſſioner propoſed to be appointed at the Cape of Good Hope.

We alſo recommend that a Commiſſioner may be appointed at the Cape of Good Hope, being convinced that the ſaving, occaſioned by a vigilant ſuperintending power there, will greatly exceed the expence of ſuch an appointment.

Salaries of the Commiſſioners, Officers, and Clerks abroad.

9th Report, p. 735.

The Commiſſioners in 1788 recommended "that the Commiſſioner who ſhall be "appointed to reſide at Bombay, the three ſubordinate Officers, and the Clerks upon "that Eſtabliſhment, be reſpectively allowed double the ſalary received by thoſe "perſons who hold ſimilar ſtations upon the other Foreign Eſtabliſhments, on account "of the increaſed expence to which they will be ſubjected for their maintenance and "ſupport."

Although we are of opinion that the ſalaries of the Commiſſioners, Officers, and Clerks in the Eaſt Indies, ſhould exceed thoſe at the other Foreign Stations; yet we do not think it neceſſary that they ſhould be double, and it will be obſerved in the following ſcale of ſalaries, which we recommend being allowed the Commiſſioners, Officers, and Clerks in the Foreign Yards, in lieu of their preſent ſalaries, that we have propoſed larger ſalaries for Bombay and Madras, than for any of the other Yards.

	Preſent Salaries.		Propoſed Salaries War and Peace.
	In War.	In Peace.	
	£.	£.	£.
GIBRALTAR, JAMAICA, and ANTIGUA.			
Commiſſioners - - - - - - per annum -	1,200	1,200	1,400
1ſt Clerk - - - - - - - - - -	240	200	250
2d - - - - - - - - - - -	120	100	120
Naval Storekeepers - - - - - - - - -	600	500	600
1ſt Clerk - - - - - - - - - -	240	200	250
2d - - - - - - - - - - -	120	100	120
3d (if neceſſary) - - - - - - - - -	- - -	- - -	120
Maſter Attendant - - - - - - - - -	300	250	400
Clerk (if neceſſary) - - - - - - - - -	120	- - -	120
Maſter Shipwright - - - - - - - - -	360	300	400
Clerk - - - - - - - - - -	120	100	120
HALIFAX.			
Commiſſioner - - - - - - - - - -	1,200	1,200	1,200
1ſt Clerk - - - - - - - - - -	180	150	180
2d - - - - - - - - - - -	120	100	120
Naval Storekeeper - - - - - - - - -	480	400	450
1ſt Clerk - - - - - - - - - -	180	150	180
2d - - - - - - - - - - -	120	100	120
Maſter Attendant - - - - - - - - -	240	200	350
Clerk (if neceſſary) - - - - - - - - -	- - -	- - -	120
Maſter Shipwright - - - - - - - - -	360	300	350
Clerk - - - - - - - - - -	120	100	120
MALTA.			
Commiſſioner - - - - - - - - - -	1,200	1,200	1,400
1ſt Clerk - - - - - - - - - -	240	200	250
2d - - - - - - - - - - -	120	100	120
Naval Storekeeper - - - - - - - - -	600	500	600
1ſt Clerk - - - - - - - - - -	240	200	250
2d - - - - - - - - - - -	120	100	120

(continued)

	Present Salaries. In War.	Present Salaries. In Peace.	Proposed Salaries War and Peace.
(MALTA, *continued.*)	£.	£.	£.
Master Attendant - - - - - per annum	300	250	400
Clerk (if necessary) - - - - - - - -	120	100	120
Master Shipwright - - - - - - - -	360	300	400
Clerk - - - - - - - - -	120	100	120
CAPE of GOOD HOPE.			
Commissioner - - - - - - - - -	- - -	- - -	1,400
1st Clerk - - - - - - - - -	- - -	- - -	250
2d - - - - - - - - - -	- - -	- - -	120
Naval Storekeeper - - - - - - - -	600	500	600
1st Clerk - - - - - - - - -	240	- - -	250
2d - - - - - - - - - -	200	- - -	120
Master Attendant - - - - - - - -	300	250	400
Clerk - - - - - - - - -	120	100	120
Master Shipwright - - - - - - - -	360	300	400
Clerk - - - - - - - - -	120	100	120
PERMUDA.			
Naval Storekeeper - - - - - - - -	300	- - -	300
Clerk - - - - - - - - -	100	- - -	100
MADRAS and BOMBAY.			
Commissioners - - - - - - - - -	- - -	- - -	2,000
1st Clerk - - - - - - - - -	- - -	- - -	350
2d - - - - - - - - - -	- - -	- -	180
Naval Storekeeper - - - - - - - - -	200 and 3d. per £. on his Disbursements.	200	850
1st Clerk - - - - - - - - -	- - -	- - -	350
2d - - - - - - - - - -	- - -	- - -	180

*** The Commissioners and Officers should be provided with Houses or Apartments in the respective Yards, or made a suitable Allowance for House Rent.

As the principles of œconomy, by which we have deemed it right to govern ourselves, would not allow of our recommending such salaries as would compensate for the danger and inconvenience of living in Foreign climates, and enable the Officers, holding those appointments, to make any provision towards their future support; we recommend that, after a zealous and faithful discharge of their duty for not less than five years, on a Foreign Station, the Commissioners be removed, on the first vacancy, to a seat at the Navy Board, or have an appointment at one of Your Majesty's Dock Yards at home, and that after the same period of zealous service the Officers of the Foreign Yards should be considered as entitled to fill the first vacancy, in their respective lines of duty, which may happen in any of the Dock Yards in England.

Commissioners and Officers of Foreign Yards, proposed to be removed to appointments in England.

The experience which the Commissioners and Officers will have gained, by a service of five years in a Dock Yard abroad, will qualify them to fulfil the more important duties required of a Member of the Navy Board, or of a Commissioner or Officer of a Dock Yard in England, with greater advantage to Your Majesty's Service, than when appointed to those situations, which is now very frequently the case, without any previous experience in the duties of their Office.

We must however recommend that an exception to this proposition should be made, with respect to the Master Shipwrights of Foreign Yards.

As those Officers are usually selected from among the Carpenters of Ships, to appoint them to any of the situations, in their line, in the Dock Yards at home, would interfere with the Regulations contained in our Third Report; by which it is prescribed that those Offices should be filled by persons educated as apprentices of the superior class, in the manner we have there proposed.

We therefore recommend, that, unless some other eligible situations can be held out in England as an encouragement for good conduct, the Master Shipwrights of the Foreign Yards, after a meritorious service abroad of the number of years mentioned in the ninth article of the following general Instructions, should be allowed such pension as their length of service would entitle them to, according to that

Regulation, although not obliged to retire expreſsly on account of old age, or infirmities, a reſtriction which, in other caſes, it is neceſſary to impoſe.

In the Appendix to this Report we have, in ſome inſtances, only inſerted extracts from the letters we have received from the Officers who had ſerved on Foreign Stations, ſo far as they apply to the ſubject of this Report; many of their communications related to other matters, and we therefore deemed it unneceſſary to encumber the Appendix with the whole of them.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
Wm. DOMETT, (L. S.)
AMBROSE SERLE, (L. S.)

Office of Naval Reviſion,
2d Auguſt 1806.

Copy.

John T. Briggs,
Secretary.

INSTRUCTIONS

INSTRUCTIONS FOR THE RESIDENT COMMISSIONERS AT HIS MAJESTY'S NAVAL ESTABLISHMENTS ABROAD.

BY The Commiſſioner for executing the Office of Lord High Admiral of the United Kingdom of Great Britain and Ireland, &c.

ARTICLE 1.

Inſtructions to the Officers under him, to be applied for and obſerved.

YOU are to apply to the Navy Board, for a Copy of their Inſtructions to the Officers of His Majeſty's Foreign Yards, which you are to obſerve for your guidance, in conducting the concerns of the Yard to which you are appointed, as ſtrictly, in every reſpect, as if they had originated from us; and you are to conſider yourſelf reſponſible for ſeeing them moſt punctually carried into execution by the Officers to whom they are addreſſed. You are frequently to peruſe the ſame, to make yourſelf acquainted with the reſpective Duties of thoſe Officers, in order that you may be able to judge of the attention, zeal, and ability diſplayed by them in the performance thereof.

Attendance and Reſidence.

2.]—On your arrival you are to take upon you the ſuperintendence of the Yard, reſiding conſtantly in the houſe or apartments allotted you, in order that you may be at all times in readineſs to give directions, and ſee the Duties of the Yard properly carried on.

Authority

3.]—You ſhall have full Authority over all Officers and other perſons in the Yard, and ſhall controul every part of the buſineſs carried on therein; and you are to exerciſe this Authority whenever you may find it neceſſary for the purpoſe of obliging every perſon under your ſuperintendence to diſcharge the Duties of his Office with promptitude and fidelity, and to pay obedience to all Orders and Regulations iſſued by the Navy Board, or given by yourſelf. To this end you ſhall have the power of ſuſpending any Officer or Clerk, and of diſcharging as well as ſuſpending any other perſon in the Yard, Hulk, or Craft belonging thereto. In caſe of the ſuſpenſion of an Officer or Clerk, the cauſe and circumſtances thereof ſhall be forthwith reported to our Secretary, for our information, or to the Navy Board, as the caſe may require; and you are to appoint another perſon to act in his ſtead, until our pleaſure or that of the Navy Board be known.

All Orders to paſs through his hands.

4.]—All Orders, Warrants, and Letters, from the Navy Board, will be ſent under cover to you; and you are to be very particular in cauſing them, as well as ſuch directions as you may from time to time find neceſſary to give, to be carried into execution in the moſt ſpeedy, effectual, and economical manner. All official Letters and Reports from the Officers of the Yard ſhall be delivered, unſealed, to you, to be tranſmitted to the Navy Board, in order that you may have complete knowledge of all the concerns of the Yard, and be able to make ſuch obſervations thereon as you ſhall think neceſſary.

Demands for Stores for Ships to be inſpected, and improper expenditure reported.

Demands for Muſter Paper to be inſpected.

5.]—When Stores are demanded for any of His Majeſty's Ships, you are occaſionally to inſpect the Boatſwain's and Carpenter's Expence Books and working abſtracts yourſelf, and not truſt implicitly to the examination of the Maſter Attendant and Maſter Shipwright; and in caſe any waſteful or improper expenditure of Stores of any kind ſhould be diſcovered, you are to repreſent the ſame to the Commander in Chief of His Majeſty's Ships on the Station, and alſo to the Navy Board; you are alſo to examine demands for Muſter Paper, and prevent, as much as poſſible, any abuſe in the expenditure thereof.

Iſſue of Stores within the Eſtabliſhment.

6.]—You are never, of your own authority, to ſanction the iſſue of more Stores than are warranted by the Eſtabliſhment; and, notwithſtanding it is deſirable that His Majeſty's Ships ſhould at all times be well ſupplied with Stores, you are to uſe your diſcretion, in refuſing even to complete that Eſtabliſhment in articles not abſolutely neceſſary, if, from the exhauſted ſtate of the Magazines, with reſpect to any ſpecies of Stores, and the probable wants of the Squadron, you ſhould ſee good reaſon for ſo doing.

Iſſue of Stores, and performance of Works not within the Eſtabliſhment.

7.]—If the Commander in Chief, in conſequence of any particular ſervice he may have in view, ſhall find it neceſſary that any Ships ſhould be furniſhed with more, or with other ſpecies of Stores than what are preſcribed by the Eſtabliſhment, or ſhall require any extraordinary Works to be performed in any Ship, or any alteration to be made therein, and ſhall make application to you in writing for thoſe purpoſes, you are, notwithſtanding the above directions (which are given for your general guidance) to comply with any ſuch ſpecial Requiſitions, tranſmitting a copy of them to the Navy Board by the firſt opportunity; but you are not to comply with any application of that nature which may be made to you by the Captains of His Majeſty's Ships in the abſence of the Commander in Chief, excepting in caſes of the moſt urgent neceſſity, of which you are to be fully ſatisfied, and the particulars of which you are to communicate to the Navy Board.

Demands for Stores to be made in time.

8.]—You are to be very particular in cauſing timely Demands to be made by the Officers of the Yard for Stores, to prevent the Service being put to inconvenience for want thereof, or the incurring of unneceſſary expence, by making purchaſes in the Country; but, at the ſame time, you are to guard againſt too great an accumulation of Stores of any deſcription.

Stores obtainable in the Country.

9.]—You are to inform yourſelf, very particularly, of the reſources of the Country, communicating, occaſionally, to the Navy Board, what Stores and Materials are produced there at a cheaper rate than they can be ſent from England; and you are to cauſe ſuch as may be wanted to be timely provided, on the beſt poſſible terms, in the manner directed by the Commiſſioners of the Navy; giving them the neceſſary information thereon, by the earlieſt opportunity, that the ſupplies may be regulated accordingly.—You are alſo to inform yourſelf what Stores, of all other deſcriptions, can be procured on the ſpot, in caſe of an emer-

How agreements for Stores, &c. are to be made.

gency and an abſolute neceſſity of having recourſe to this mode for furniſhing any articles uſually ſent from England.—You are to obſerve that all agreements and bargains of every kind, whether for the purchaſe of Stores or for works to be performed, are to be made, under your immediate inſpection, by the Naval Storekeeper, agreeably to the Navy Board's Inſtructions on that ſubject.

Muſtering the Yard and Ships.

10.]—You are to be particularly careful that the Naval Storekeeper comply ſtrictly with his Inſtructions, in muſtering the people of the Yard, as well as the Companies of His Majeſty's Ships and Veſſels which may be in the Port, or in the limits thereof; and that he punctually tranſmit to the Navy Board his Muſter Books of the Ships and Veſſels which he has had an opportunity of muſtering, in order that the Pay and Victualling Books of ſuch Ships and Veſſels may be checked thereby on their arrival at the proper Offices.

Conduct of Clerks.

11.]—You are frequently to viſit the ſeveral Offices, to ſee that the Clerks regularly attend to their Duties, and that the principals of the reſpective departments preſerve good order and regularity among them; occaſionally aſking ſuch queſtions publicly as may ſatisfy you that no part of the buſineſs of the ſeveral Offices is neglected.—And as the keeping up of the general Store Accounts demands the moſt particular attention, you are occaſionally, and at uncertain times, to call for and inſpect the ſame, and to ſee that they as well as every other account be not ſuffered to fall into arrear.

Store and other Accounts.

Returns and Accounts.

General Duty

12.]—You are to cauſe the reſpective Officers of the Yard to be punctual in making all the periodical Returns which are required of them; and which they are to prepare and lay before you as ſoon as poſſible after the expiration of the times to which they are to be made up. You are carefully to examine the whole, and certify thereon your having ſo done. You are frequently to inſpect the Muſter Books of the Yard, and take care that all abſences have been checked as the caſe may have required, and that the Victualling Books correſpond therewith. You are to ſee that the Pay Liſts be made out agreeably to the Muſter Books; to examine and compare them with the Monthly Progreſs, taking care that no perſon be paid for a longer time than he ſhall abſolutely have been employed, and alſo, as far as you may be able to judge, that a fair and proper proportion of work has been done by each man for the money he is to receive; and you are to certify on ſuch Pay Liſts and Progreſſes, that you have inſpected the ſame. You are to controul the Payments of the Yard, and certify on the Pay Liſts that you have ſo done, and that the Payments were made in your preſence. You are alſo to controul all Diſburſements of money of every deſcription, and to conſider it as a moſt important part of your Duty to inſpect, in the minuteſt manner, all contingent Accounts and Diſburſements of every kind; you are to compare the Bills and Receipts for every article which may have been purchaſed, with the charges made in the ſaid Accounts, and ſee that every voucher, required by the Navy Board, be produced; and that they be atteſted by reſpectable perſons, and proper judges of the prices of the articles purchaſed; and the ſame care is to be taken with reſpect to the production of the vouchers, required by the Navy Board, for every other Payment made by the Naval Storekeeper.

Procuring and diſburſing Money.

13.]—You are to cauſe the moſt ſcrupulous attention to be paid to all the Regulations, with reſpect to procuring Money; to take care that no Bills be drawn unneceſſarily, and that the Naval Storekeeper has not, at any time, in his hands a greater ſum than is preſcribed by the Inſtructions of the Navy Board on that head. For this purpoſe, you are ſtrictly to examine his Diſburſements and balance of Caſh, before you approve of any Bill being drawn on Government. You are to certify the monthly Rate of Exchange, which the Naval Storekeeper is directed to ſend to the Commiſſioners of the Navy: and you are to be very particular in ſeeing that the Rate be juſt, and that upon all occaſions of taking up and paying away Money, the Public have the full benefit of the Exchange or Premium.

Inſtructions and Regulations to be read to the Officers.

14.]—In order to impreſs upon the minds of the Officers of the Yard a ſtronger ſenſe of their Duties, you are, as often as you may find it neceſſary, but at leaſt twice in each year, to aſſemble them before you, and in the preſence of each other to cauſe the Navy Board's Inſtructions, as well as ſuch Local Regulations as may have been eſtabliſhed, to be read; making ſuch remarks as you may judge proper on any inſtance of neglect or inattention that you may have obſerved in any Perſon, cautioning him againſt a repetition thereof; and you are to ſuggeſt to the Navy Board any alterations or additions, which may occur to you, for improving their Inſtructions to thoſe Officers.

Vacancies.

15.]—When any Vacancies happen in the Yard for Officers, you are to cauſe the moſt proper perſons to act therein until others are appointed, or until you ſhall receive directions from us on the ſubject. But, in appointing a Maſter Attendant or Maſter Shipwright, you are to take the recommendation of the Commander in Chief, when he ſhall be able to furniſh, from the Squadron, perſons more fit for ſuch vacant Offices than you can otherwiſe procure. In caſe you ſhould have occaſion to appoint an acting Naval Storekeeper, you are to require him to give ſecurity to ſuch amount as you ſhall think proper; cauſe the Stores to be ſurveyed, agreeably to the Navy Board's Directions, and charge him therewith accordingly.

To co-operate with the Commander in Chief, &c.

16.]—You are at all times zealouſly to co-operate, as far as poſſible, with the Commander in Chief, Captains, and Officers of His Majeſty's Ships and Veſſels on the Station, in all their Duties connected with the Yard, ſo that the Public Service in every reſpect, as far as may depend on your co-operation, may be carried on with all poſſible advantage and diſpatch.

Appendix, No. 81. Arrival and ſailing of Ships.

17.]—You are to tranſmit regularly to our Secretary, for our information, a Monthly Report, agreeably to the form annexed, of the Arrival and Sailing of all His Majeſty's Ships, Tranſports,

Tranſports, and other Veſſels in the pay of Government; noting the principal repairs the former may have received and the time they were under the Yard Progreſs. This Report is alſo to notice the Arrival and Sailing of all Foreign Men of War, and a copy of it is to be ſent to the Commander in Chief for his information.

Who to correſpond with and obey.

18.]—When any extraordinary circumſtances occur, you are to tranſmit, for our information, an account thereof to our Secretary; but you are regularly to correſpond with the Commiſſioners of His Majeſty's Navy, and to obey all Orders given, and conform to every Regulation which may be made, from time to time, by them, for the management of the affairs of the Yard to which you are appointed; and it is expected that you uſe your utmoſt diligence to detect and prevent abuſes of every kind, and to promote, to the beſt of your abilities, the welfare of the Public Service.

To ſuperintend the Tranſport, Sick and Hurt, Priſoners of War, and Victualling Departments.

19.]—You are, in addition to what is ſtated in the foregoing articles, to take upon you the ſuperintendence of the Department under the direction of the Commiſſioners for conducting the Tranſport Service, and for taking care of ſick and hurt Seamen and Priſoners of War, and alſo that under the Commiſſioners for Victualling His Majeſty's Navy, which may be eſtabliſhed on the Station where you reſide. You are therefore at the end of each quarter, or oftener if you think proper, to call for and to examine all the accounts of thoſe branches of the Naval Service, to ſee that the whole buſineſs thereof has been properly and economically conducted. You are to inſpect and compare the bills and receipts with the charges made in the accounts; ſatisfying yourſelf as to the validity of the vouchers, the reſpectability of the Merchants and Tradeſmen atteſting the ſame, and their competency to judge of the circumſtances to which they certify; and alſo, whether the articles purchaſed for His Majeſty's Service were really neceſſary, good in kind, and procured at the cheapeſt rate or current market price at the time; that all the workmen, labourers, and other perſons employed in their different departments were requiſite for the Public Service, and that no works have been taken in hand unneceſſarily; that all the money drawn for has been procured on the beſt terms, and that the premiums on the bills of exchange have been regularly brought to account. Having ſatisfied yourſelf that no frauds or abuſes exiſt, and that the accounts are juſt and proper, you are to ſign a Certificate to that effect at the foot thereof. But if, on the contrary, any improper charges, unſatisfactory vouchers, or any irregularity whatever ſhould appear, you are to tranſmit a full and circumſtantial account thereof to our Secretary, for our information, and ſend a copy thereof, by the firſt opportunity, to the Board under which the Officer, ſo offending, may be ſerving. You are alſo, at the end of each quarter of a year, to call for an exact Return of all the Proviſions, Stores, Medicines, and neceſſaries of all deſcriptions remaining in the reſpective Departments, and to cauſe the ſeveral Agents at the head of thoſe Departments to make timely demands for all ſuch Proviſions, Stores, Medicines, &c. as are uſually ſent from England, in order to prevent, as much as poſſible, the neceſſity of making purchaſes in the Country. You are to controul the performance of all Contracts which may be concluded by the Commiſſioners of either of the before mentioned Boards, or their Agents, for furniſhing Stores, &c. for victualling Priſoners of War, or for ſupplying Proviſions for His Majeſty's Fleet; and you are to take ſpecial care that every Contractor do, in all reſpects, fulfil his agreement with Government. For your guidance in ſuperintending the concerns of thoſe branches of the Naval Service, you will, on application, be furniſhed with copies of all Inſtructions given by the different Public Boards to their reſpective Officers, as well as with copies of all Contracts and Agreements entered into for furniſhing Supplies or performing Works of any deſcription. You are occaſionally to correſpond with thoſe Boards, ſuggeſting to them every improvement, that may occur to you, for conducting the various concerns thereof.

GENERAL INSTRUCTIONS FOR THE OFFICERS OF HIS MAJESTY'S FOREIGN YARDS.

BY The principal Officers and Commiſſioners of His Majeſty's Navy.

Authority of the Commiſſioner.

1.]—THE Commiſſioner ſhall have full power over all Officers and other perſons in the Yard, and ſhall controul every part of the buſineſs carried on therein; and he ſhall exerciſe this Authority whenever he may find it neceſſary for the purpoſe of enforcing every perſon, under his ſuperintendence, to diſcharge the Duties of his Office with zeal, alacrity, and fidelity, and to pay obedience to all Orders and Regulations iſſued by us, or given by himſelf: to this end, he ſhall have the power of ſuſpending any Officer or Clerk, and of ſuſpending or diſcharging any other perſon in the Yard, in the Hulk, or in any Craft belonging to the Eſtabliſhment. In caſe of the ſuſpenſion of an Officer or Clerk, the cauſe and circumſtances thereof ſhall be forthwith reported to the Admiralty or to us, as the caſe may require.

Orders of the Commander in Chief to be obeyed, where there is no Commiſſioner.

2.]—Where there is no Commiſſioner, the Commander in Chief of His Majeſty's Ships on the Station is to controul the expenditure of Public Money and Stores, and alſo to ſee that all the Officers of the Yard do properly diſcharge their Duty; they are therefore to obey his Orders for the equipping of Ships, the ſurveying and valuing of them for purchaſe, and the expenditure and purchaſe of Stores; and forthwith to execute all ſuch Directions as they may receive from him, unleſs ſuch Directions militate againſt any expreſs

How to proceed when the Orders of the Commander in Chief militate againſt ſtanding Regulations.

Orders, ſtanding Regulations, or Inſtructions iſſued by us; in which caſe the Officers are to communicate the ſame to the Commander in Chief, and wait his further Directions on the ſubject; and if he, nevertheleſs, think proper to inſiſt upon the execution of his original Order, the Officers are to comply therewith, and inform us of the whole of the circumſtances by the firſt opportunity. It is to be further obſerved that the Commander in Chief, or ſenior Officer preſent, wherever no Commiſſioner is reſident, ſhall have acceſs to the public accounts of the Officers of the Yard, which he is to examine whenever he ſhall think proper; and every information ſhall be given which he may require in explanation thereof.

Officers anſwerable for inferiors.

3.]—The Officers ſhall conſider themſelves reſponſible for the conduct of their Clerks, and all other perſons employed under them in their reſpective departments, and for the true and faithful performance of all the Duties attached to their reſpective Offices. It is therefore expected, that they perſonally attend the buſineſs carrying on as much as poſſible; giving the preference, when more than one ſervice is in execution at the ſame time, to that which is of moſt importance; and, to the utmoſt of their power, they are to prevent the workmen from loitering away their time, from committing waſte or embezzlement, and from miſbehaving in any manner to the prejudice of the Public Service. Every inſtance of Miſconduct in any Clerk, or other perſon, is to be reported to the Commiſſioner as ſoon as diſcovered; or, where there is no Commiſſioner, to be taken ſuch notice of by the Officers as the nature of the offence may require; and, if neceſſary, the Offender is to be ſuſpended or diſcharged from His Majeſty's Service, as the caſe may require.

Miſconduct to be reported.

Rules for entering Clerks.

4.]—The Commiſſioner, or, where there is none reſident, the Officers of the Yard ſhall have authority to cauſe ſuch Clerks as may be allowed them to be entered on the nomination of the Officer in whoſe department there may be a vacancy; but no perſon ſhall be admitted in that capacity under the age of ſixteen years; and, previouſly to his appointment, he ſhall be examined, touching his qualifications, by the principal Officer of the department in which he is to be entered, in the preſence of the Commiſſioner, or, where there is none, in the preſence of the principal Officers of the Yard; and, if found qualified, a Certificate to that effect, agreeably to the annexed form, ſhall be tranſmitted to us.

Appendix, No. 1.

Information not to be given.

5.]—No Officer, Clerk, or other perſon ſhall, on any account or under any pretence whatever, communicate by writing or otherwiſe the leaſt information relative to the equipment of Ships or other buſineſs tranſacted in the Yard, further than what may be abſolutely neceſſary for carrying on the ſame.

No perſon to act as an Agent,

6.]—No Officer, Clerk, or other perſon belonging to the Yard, ſhall act as an Agent for any perſon or perſons, either directly or indirectly, in any ſhape or upon any pretence whatever; nor ſhall he have any other occupation than the one which he holds in the Yard; nor

or keep a public-houſe.

ſhall any perſon belonging thereto be ſuffered to keep a houſe of public entertainment, or to have any intereſt in one.

Fees forbidden.

7.]—The Commiſſioner, and all the Officers, Clerks, and other perſons belonging to the Yard, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Merchant, Tradeſman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, relative to the Public Service; as well as from receiving any Fee, Gratuity, or Reward whatever for the nomination, admiſſion, or advancement of any Clerk, Workman, or other perſon in the Yard. All perſons belonging to the Yard are alſo ſtrictly

Intereſt in Veſſels and Stores purchaſed or ſold forbidden.

prohibited from having any Intereſt or Concern whatever, either directly or indirectly, in any Veſſel which may be purchaſed or hired for the Service of Government, or in the Purchaſe of any Veſſel from Government, or in any Stores purchaſed or ſold by Government, or in any Workmen hired or employed in the Yard, or in any Slave which may be ordered to be purchaſed or ſold by Government. To this effect, the Maſter Attendant, Maſter Shipwright,

To take an Oath and give Bond.

Naval Storekeeper, all the Clerks, and ſubordinate Officers, before they enter upon the Duties of their Office, are to take an Oath according to the preſcribed form, and to give Bond in

Appendix, No. 2.

three times the amount of their reſpective Salaries; an atteſted copy of which Oath and Bond

Appendix, No. 3.

ſhall be tranſmitted to us by the firſt opportunity; and any Officer, Clerk, or other perſon whatever belonging to the Yard, who may act in any reſpect contrary to this Regulation, ſhall be diſmiſſed from his ſituation, and rendered incapable of ſerving His Majeſty in any civil capacity whatever.

Salaries to compenſate all extra attendance.

8.]—Such Salaries, clear of all deductions, being eſtabliſhed for the Officers and Clerks as are deemed proportionate to the truſt repoſed in them, and the ability and attendance required of them in their ſeveral ſituations, no other compenſation whatever will be allowed on

Allowance for travelling.

account of extra attendance; if, however, they ſhould be ſent on Duty beyond the limits of the Port, they will be reſpectively allowed at the rate of Ten Shillings per day if employed afloat, and after the rate of Fifteen Shillings per day if travelling on ſhore, in addition to their actual carriage or horſe hire, on the neceſſity of ſuch extra Service being certified by the Commiſſioner or Commander in Chief of His Majeſty's Ships on the Station. The Salaries

How the Salaries are to be paid.

of the Commiſſioner and of the Naval Storekeeper will be paid quarterly, by Bills iſſued by this Board, provided there be no objection thereto; but the Salaries of the other Officers and Clerks ſhall be paid monthly by the Naval Storekeeper on the ſpot. The Clerks, however,

Appendix, No. 4.

ſhall be required to produce a Certificate, from their Principals, of their good conduct, agreeably to the annexed form, previouſly to their being paid.

Superannuation.

9.]—As a Proviſion for Officers and Clerks, who from age and infirmities may be obliged to retire from their reſpective employments in the Yard, the following Penſions, proportionate to the length of ſervice of each perſon, will be allowed.

Above 7 years and under 15,	$\frac{1}{3}$ of their Salary.
Full - 15 - - - - - 25,	$\frac{1}{2}$ - - - - -
- - - 25 - - - - - 35,	$\frac{2}{3}$ - - - - -
- - - 35 and upwards - -	$\frac{3}{4}$ - - - - -

10.]—The

10.]—The ſeveral Officers ſhall reſide in the houſes or apartments allotted for their uſe, by the Eſtabliſhment of the Yard, and ſhall enjoy the Offices reſpectively attached to them, but they ſhall not have the power of letting them, in whole or in part, to any perſon whatever. And, when Workmen are to be furniſhed with lodgings, care is to be taken to procure them in proper and healthy ſituations, as near the Yard as poſſible. Reſidence.

MUSTERING THE WORKMEN OF THE YARD.

11.]—The Naval Storekeeper is to keep a Muſter Book, according to the annexed form, containing the names and exact times of entry and diſcharge of all the Officers, Clerks, Artificers, Workmen, and perſons of every deſcription, who may be employed in the Yard, and in the Hulk, and other Veſſels not in Commiſſion. The Artificers and Workmen of every kind, belonging to the Yard, are to be muſtered by him every time they come into the Yard, and alſo upon their leaving it in the evening. Every perſon who ſhall be actually preſent at a Muſter and anſwer to his name when called, ſhall have a perpendicular line thus (|) ſet againſt his name in the proper column to denote his being preſent; all thoſe who may be abſent on leave, are to be carefully diſtinguiſhed by the mark (✓); and all ſuch as may be abſent without leave, are to have a croſs (+) put againſt their names; and the Naval Store-keeper is to be very particular in checking ſuch as ſhall be abſent of their pay and proviſions. After every Muſter, a correct Liſt of all perſons, who may not have anſwered to their names, is to be made out and to be immediately ſent to the Commiſſioner, if there be one, who will cauſe the Muſter Books to be checked thereby, previouſly to the Pay Liſts being made out, and no check ſhall be taken off without his authority, or, where there ſhall be no Commiſſioner, without the conſent of the Maſter Attendant or Maſter Shipwright in their reſpective departments; and every perſon who ſhall be abſent, without leave, for more than ſix ſucceſſive working days, is to be diſcharged. The before-mentioned Muſter Book is to be retained in the poſſeſſion of the Naval Storekeeper, and from it ſhall be made out and ſent home quarterly a Muſter Book, agreeably to the annexed form, ſigned by all the Officers of the Yard, in which the Workmen preſent at their Muſters ſhall be diſtinguiſhed by a letter in the ſame manner as is practiſed in muſtering ſhips; thoſe abſent with leave, ſhall be diſtinguiſhed by the mark thus (✓), and thoſe abſent without leave, by a croſs (+), and whenever any Workmen have been employed and victualled on board one of His Majeſty's Ships, the name of the Ship ſhall be inſerted in the column, in which the mark of his abſence from the Yard ſhall appear. Appendix, No. 5. How to diſtinguiſh thoſe preſent and thoſe abſent. Liſt of abſentees to be ſent to the Commiſſioner. Removal of checks. Perſons abſent ſix days without leave, to be diſcharged. Appendix, No. 6. Quarterly Muſter Book to be ſent home.

12.]—Beſides the general Muſters directed in the preceding articles, the Naval Storekeeper is to take ſuch opportunities as he may judge proper for muſtering the people when at their work, checking ſuch as ſhall have abſented themſelves after receiving their muſter on coming into the Yard; and when any of the Workmen ſhall be employed afloat they are to be required to return to the Yard for the purpoſe of being muſtered, and if they fail to comply with this requiſition they are to be checked, unleſs their abſence be ſatisfactorily accounted for. Workmen to be muſtered at work. Workmen afloat, to return to the Yard to be muſtered.

13.]—The Naval Storekeeper is to tranſmit to this Office, at the expiration of each month, a Return, agreeably to the annexed form, containing the number of every deſcription of perſons borne on the book during that month. Perſons borne on the Yard Books. Appendix, No. 7.

14.]—The Naval Storekeeper is alſo to tranſmit, agreeably to the annexed form, a Monthly, Quarterly, and Annual Return of all Workmen entered, diſcharged, or dead in thoſe periods, diſtinguiſhing the extra or hired Workmen from thoſe of the Eſtabliſhment. Workmen entered, diſcharged, or dead. Appendix, No. 8.

15.]—A Deſcription Book is to be kept by the Naval Store-keeper, according to the annexed form, every column of which ſhall be carefully filled up; and ſhould any perſon be diſcharged for Mal-practices, the particulars thereof are to be ſtated in the laſt column, and ſuch perſon is never to be employed again, nor ſuffered to enter the Yard. Deſcription Book to be kept. Appendix, No. 9. Perſons diſcharged for Mal-practices.

ENTRY, EMPLOY, AND DISCHARGE OF WORKMEN.

16.]—The Eſtabliſhment of Officers, Clerks, and Artificers of the Yard ſhall on no account be increaſed, either in time of peace or war, without our ſpecial authority; but it is to be kept complete by entering Workmen to fill up ſuch vacancies as may occur, and if it ſhould be expedient to have Artificers ſent from England for that purpoſe, the Commiſſioner, or Officers of the Yard, where no Commiſſioner is reſident, are to repreſent the ſame to us.—As, however, in time of war the works carrying on may require the occaſional aſſiſtance of more Workmen than are on the Eſtabliſhment, ſuch numbers as ſhall be abſolutely neceſſary may, on receipt of an Order in writing from the reſident Commiſſioner where there is one, or from the Commander in Chief where there is no Commiſſioner, be procured for the occaſion and placed on an extra Liſt; but they are, without fail, to be diſcharged as ſoon as the ſervice for which they were hired ſhall have been completed. Eſtabliſhment not to be increaſed without authority. Extra Workmen may be hired pro tempore.

17.]—The Naval Storekeeper is not to enter any Artificer or Workman of any deſcription for the Yard, nor Seaman or other perſon for the Hulk or other Veſſel, without a Note, agreeably to the annexed form, under the hand of the Maſter Attendant or Maſter Shipwright, according to the department in which ſuch perſon is to be employed; and upon every ſuch Note is to be certified by the Surgeon of the Naval Hoſpital, or Surgeon of the place, or of one of His Majeſty's Ships that, with reſpect to bodily health, the man is fit for the ſervice for which he is intended; and the Commiſſioner's approval is to be added thereto, previouſly to the Naval Storekeeper's acting upon it. Rules for entering Workmen. Appendix, No. 10.

18.]—In order to reduce as much as poſſible the expence of hiring additional Workmen, application ſhall be made, whenever it may be requiſite, to the Commander in Chief, or ſenior Officer Workmen to be procured from the Fleet,

Officer of His Majesty's Ships present, for the assistance of such Artificers and men as can be furnished from the Squadron, who are to be fully employed and paid by a List, agreeably to the annexed form, by the Naval Storekeeper, the following extra allowance for their service.

Appendix, No. 11.

	When employed on board the Ships to which they belong. Sterling per Day			When employed on board other Ships, or in the Yard. Sterling per Day.		
	£.	s.	d.	£.	s.	d.
Carpenters of Ships	0	2	0	0	3	0
Carpenter's Mates, Shipwrights, Caulkers, and Smiths,	0	1	6	0	2	6
Sailmakers	0	1	3	0	1	9

and paid certain allowances.

WORKING PARTIES.

	£.	s.	d.
Lieutenant sent to command them	0	3	6
Master's Mates and Midshipmen	0	2	0
Boatswain's Mates	0	1	3
Men	0	1	0

While these men are so employed in the Yard, they shall be regularly mustered by the Naval Storekeeper on coming to and leaving work, the same as the other Workmen, by Lists prepared for that purpose.

Rules for hiring Workmen.

19.]—When sufficient assistance cannot be obtained from the Squadron, and extra Workmen shall be ordered to be hired, the Naval Storekeeper (being properly authorized) shall advertise for them, giving as much previous notice as the Service for which they may be required will permit. In hiring extra Artificers or Workmen, preference shall be given to Negroes, as being less expensive and better adapted to the climate than white men, provided they be well qualified. The most able men shall be selected from those that offer on the most moderate terms, but none shall on any account be engaged, who shall not be perfectly fit for the works on which they are to be employed.

GOVERNMENT OF NEGROES.

Purchased Negroes.

Free Negroes.

20.]—If this Board should at any time order Negroes to be provided for any Naval Establishment abroad, or Free Negroes to be taken into the Yard as Apprentices, to be brought up as Artificers, great care is to be observed to chuse able, healthy boys, from ten to fourteen years of age, and to procure those purchased on as good terms as private persons buy them.

Instruction.

Encouragement to their Masters.

Both descriptions of these boys shall be placed, singly, under the care and tuition of the most humane, sober, deserving, and skilful white Artificers, preferring, in those of equal merit, married men, who shall be allowed at the rate of £. 12 sterling per annum for the time such boys may remain under their instruction.

Free Negroes.

Encouragement to themselves.

21.]—The Free boys of colour that may be received into the Yard shall be bound Apprentices for seven years; and, as an encouragement, they shall be found in the provisions and clothes hereinafter directed, and have the preference of being continued in the Yard when out of their Apprenticeship, provided their conduct and abilities deserve it.

Purchased Negroes.

Encouragement to themselves.

22.]—As an encouragement to the Purchased Negroes to be industrious in learning their respective Trades, and to conduct themselves well on all occasions, such of them as may be found of that description, and shall continue to be diligent and expert in the business, shall be allowed as follows:

	£.	s.	d.
After 5 years servitude, from the time they were bought - - - - - - per week	—	2	—
After 8 years - - - - - - - - - -	—	3	—
10 years - - - - - - - - - -	—	4	—

and, after 12 years servitude with the character as above, they shall be given one-fourth of their respective earnings, which shall be estimated according to the earnings of Free Workmen of the same descriptions, subject to mulcts for misbehaviour.

Clothing.

23.]—The Naval Storekeeper shall furnish each of those descriptions of boys with the following articles yearly from the Slop Clothes in his charge:

3 Frocks,
3 Pair of Trowsers,
2 Caps,
2 Woollen Jackets, and
1 Seaman's Blanket.

The

They shall live with their instructors, who shall see that they be kept clean, and that they do not lose nor misuse their clothes. For the first two years, they shall have two third's allowance of Provisions, and afterwards whole allowance, or such compensation as may be made to them in lieu. The instructors are to receive the Provisions, or compensation, and to be responsible for the apprentices being properly fed. Provisions.

24.]—The Officers of the Yard shall insert, in the demands, the tools necessary to be sent for these boys from England, for which, when given out, their instructors are to be accountable. Tools.

25.]—They are to be employed in the working hours on their proper works, but, on no account shall their instructors be suffered to employ them, at other times, in private labour. Employment.

26.]—They shall never be punished, but by direction of the Commissioner, or, where none is resident, by the approbation of all the Officers; and confinement, out of working hours, shall be the common punishment. They are to be flogged for flagrant crimes, in the manner practised in the Navy, and always in presence of one of the Officers. They shall not be beaten, nor ill used, but their treatment shall be considerate and humane; and if there should be any failure in this particular, the person offending must be answerable, either by being discharged the service, or criminally prosecuted; it being our intention to have these youths of colour treated, in every respect, as white persons. Punishment.

27.]—If any of their instructors should prove negligent or cruel, the boys are to be placed under others, with the approbation of the Commissioner, or, where none is resident, with that of the Officers of the Yard; and the instructor, so offending, shall never, on any consideration, be allowed another apprentice, and his misconduct shall be noted in the Description Book of the Yard. Negligence or cruelty of instructors.

28.]—A sober, discreet man, either a Clerk or some other person, shall be allowed £.20 sterling per annum, to take charge of them out of the working hours; superintend their morals and behaviour; inculcate in them good principles, and render them sober, steady, faithful, and useful in their professions; to teach them to read, so as to enable them to understand the Bible and the New Testament, particularly the latter; and to cause them to attend regularly with him at Church, not dispensing with their presence there, but in case of illness. This allowance shall be paid him by the Naval Storekeeper, half-yearly, on the production of a Certificate from the Commissioner of his being entitled thereto, or, where no Commissioner is resident, signed by all the Officers of the Yard, which Certificate is to be transmitted to us. Tuition.

29.]—A Report, containing the names of the boys and those of their instructors, their employment, and progress in their several trades, shall be transmitted to us annually, made out in the annexed form. Those slaves, who do not readily learn to be artificers, shall be employed as labourers, boatmen, or in such other capacity as may be most beneficial to His Majesty's Service, and the Free Negro apprentices of this character shall be discharged. Report of Progress, Appendix, No. 65. How to employ inefficient Negroes.

30.]—Old Negroes, belonging to the King, not able to perform a proper day's work, shall be employed in sweeping the Yard and keeping it clean, picking oakum, sorting light stores, watching the Yard by day, or on any easy work that is within their strength; and they shall be treated with proper care and humanity. How to employ old Negroes.

31.]—No Artificer, Labourer, or Slave, employed or hired for the Public Service, shall be privately employed for domestic purposes either within door, or without, by any Officer, Clerk or other person, upon any pretence whatever; nor shall any person be borne under one description, and employed in the business of another. Private employment of Workmen forbidden.

32.]—The Working Hours of the Yard, as well as the time allowed for breakfast and dinner, shall be regulated by the Commissioner, if there be one, according to local circumstances, and the exigencies of the Service; and the bell shall ring accordingly. Working Hours of the Yard.

33.]—The Holidays, to be observed in the Yard, shall be the 29th of May, the days of the Birth and Coronation of the King, and the 5th of November; on which days the workmen may be allowed to leave off work at 12 o'clock, when the Public Service will admit of such indulgence, but if they be working extra, they are to remain the extra hours after 12 o'clock, before they quit the Yard Holidays.

34.]—No Artificer, Workman, or Labourer, shall be suffered to go out of the Yard during the working hours, without leave, signified by a Note in the annexed form from the Commissioner, or one of the principal Officers, which Note is to be given to the Warden or Porter at the Gate, and by him to be delivered, the same evening, to the Commissioner, or, where there there is none, to the Naval Storekeeper. Workmen not to go out of the Yard during the working hours without a Note. Appendix, No. 12.

35.]—The Officers are to consult together every evening, and to make such arrangements as may be expedient for the employment of the men belonging to the Yard on the following day, so that no time may be lost in setting them to work, as soon as they shall be mustered on coming into the Yard; and, that all descriptions of the people may be distributed to the best possible advantage for carrying on the Public Service, the Officers are to observe, that, where there is a Commissioner, they shall not grant leave of absence to any person whatever, without his approbation, and whenever any Workmen shall be allowed to be absent, notice thereof shall be given to the Naval Storekeeper, in order that such person may be checked of his pay and provisions for the time. Rules for employing the Workmen, and granting them leave of absence.

36.]—The Surgeon of the Naval Hospital being directed to afford every medical and surgical assistance to all persons, belonging to the Establishment of the Yard, a Ticket is to be made out in the annexed form for any person, who, from hurts or sickness, may require to be placed under his care, which is to be signed by the Commissioner, Naval Established Workmen to be sent to the Hospital when sick or hurt, Appendix, No. 13.

Storekeeper, and other Officer to whose department such person may belong. In case any extra Workmen should receive a hurt in the execution of his Duty, he is to be sent to the Hospital, in like manner, should the nature of the accident require it.

but extra Workmen when hurt only.

Worn-out Workmen.

37.]—If any Workmen through incurable injury, old age, or other infirmity, shall become incapable of the due performance of his Duty, the chief Officer of the department to which he belongs shall represent the case to the Commissioner, who, on being satisfied of the truth of such representation, is to recommend him to us for superannuation, order him to be discharged, or, if he shall have been sent out from England and should wish to return, take the first opportunity of procuring him a passage home, communicating the particulars of his case to this Board. Where there is no Commissioner, the Officers are jointly to take the necessary steps on such occasions.

Compensation for Hurts.

38.]—No person in the Yard shall be entitled to compensation for a Hurt sustained in the performance of his Duty, unless a report of the case, signed by the Officer under whom he was employed, be immediately delivered to the Commissioner, or, where no Commissioner is resident, lodged in the Office of the Naval Storekeeper: and, to prevent any abuse on this head, every person receiving a Hurt under such circumstances, shall be forthwith examined by the Surgeon of the Naval Hospital, by a Surgeon of one of His Majesty's Ships, or some respectable Surgeon of the place, by whom the nature and extent of the injury are to be certified. This certificate with the statement of the circumstances attending the accident, shall be entered in a Book to be kept by the Naval Storekeeper for the purpose. An attested copy of the certificate and statement of the circumstances is to be given to the person hurt, and the original certificate and statement shall be transmitted to us.

Rules for employing Workmen when there are no Ships to repair or refit.

39.]—Whenever there is not sufficient occupation for the Workmen in the repairing or refitting of His Majesty's Ships, care shall be taken not to suffer any of them to remain idle; but such opportunities shall be embraced to employ them in putting the Vessels belonging to the Yard in good order, repairing the Buildings, Wharfs, Boats, and such Masts and Yards as may stand in need thereof, and in executing all such other works therein, as may be beneficial to the Service; and in case application should be made, by any other Department of His Majesty's Service, for the assistance of the Yard Workmen, to perform any repairs or small works, they may at such times be directed to execute the same, provided the works in the Yard should admit their being so employed.

Appendix, No. 14.

Progress of Works performed to be sent.

40.]—A Progress, according to the annexed form, shall be transmitted to us, at the expiration of every month, shewing the Works performed, in that period, on Ships in the Yard, or for any other Department of the Service, and the number of men respectively employed thereon. The particular parts of the Ships which have been caulked, and the quantity of timber which has been shifted on every occasion, shall be particularly pointed out.

CARE OF THE YARD AND STORES.

Porter, Warders, and Watchmen to be appointed.

41.]—The most effectual means shall be taken for the safety of the Yard, the Buildings, and Stores therein; for the prevention of embezzlement, and other misdemeanors. For this purpose a Porter, and such number of Warders, or Watchmen, as may be considered necessary, shall be appointed by the Commissioner, or, where no Commissioner is resident, by the Officers of the Yard. Care shall be taken that none but persons of good character be appointed to these situations, and, where their merits are equal, the preference shall be given to men who have been longest in the Service.

Duty of the Porter.

42.]—To the Porter shall be given, in writing, every Regulation respecting his Duty at the Gate; his superintending the Warders or Watchmen; his causing the Bell to be rung at the times appointed; his taking care that no stranger enter without leave; and that no Artificer or Workman go out of the Yard, during the working hours, unless properly authorized; his preventing all persons whatever from carrying out of the Yard, either openly or concealed, any article of Public Property, however trifling, under any pretence whatever, unless it be for the Public Service and under the authority of the proper Officer; and also respecting his preventing, by every means in his power, any Seaman or Marine, belonging to His Majesty's Ships, from escaping out of the Yard. The Officers are to take care that the Porter attend to all such Regulations, and that he strictly obey every Order, whether verbal or in writing, which may, according to local circumstances, be given to him by his superior Officers for the general safety of the Yard; reporting to the Commissioner, without loss of time, any neglect or inattention they may discover in the performance of this important Duty, or, should there be no Commissioner, take such measures themselves, on the occasion, as the case may require.

Key of the Yard Gate. No person to pass the Gate after locked, without permission.

43.]—At the setting of the Watch in the evening, throughout the year, the Gate of the Yard is to be locked, and the Key disposed of as the Commissioner shall direct; after which, no person is to enter or go out of the Yard, without his permission; should there be no Commissioner, the Key is to be lodged with the Naval Storekeeper, and no person afterwards allowed to come into or go out of the Yard, without the permission of one of the Principal Officers.

Duties of the Warders and Watchmen.

44.]—The Warders or Watchmen shall be placed in the most judicious positions; their stations changed, as often as it may be thought proper; and the most positive Orders shall be given to them, not to allow any person to pass into or out of the Yard, at any but the established places; to pay the most particular attention to the situations where fire or lights may have been used, and to give immediate alarm, in case of discovering any danger from fire, or otherwise: Regulations shall be made, by the Commissioner, for these Warders or Watchmen to be frequently visited at their posts, by the Officers of the Yard, in rotation; and every measure taken to ensure a vigilant Watch being kept, especially during

Regulations respecting them.

during the night, ſhould there be no Commiſſioner, the Officers themſelves are to make and attend particularly to ſuch Regulations.—The Naval Storekeeper may ſupply ſuch a proportion of Candles (and Firing, if in a Cold Climate) as may abſolutely be neceſſary, for the Porter and Watchmen in the performance of their reſpective Duties. Firing allowed

45.]—The Yard is at no time to be left without the proper Warders, or Watchmen, who are to continue therein until reſpectively relieved.—The Officers are to take care that the Warders, or Watchmen, viſit and inſpect minutely all parts of the Yard, every evening, after the Workmen have left it, in order to ſee that all is ſafe, and to prevent any unauthorized perſon from remaining therein; and they are to point out, on relieving each other, any Stores, or other articles, placed under their charge. Warders and Watchmen to relieve each other.

46.]—No Foreigner, or Stranger, ſhall be allowed to go into the Yard, without leave from the Commiſſioner, or, where none, without permiſſion from one of the Principal Officers of the Yard. No man, diſcharged for any Miſconduct, ſhall afterwards be permitted to enter on any pretence whatever; nor ſhall any perſons be admitted into the Storehouſes, or Workſhops, without permiſſion, or having real buſineſs there. Great care ſhall be taken that no article whatever, of private property, be lodged either in the Storehouſes, or any other place in the Yard appropriated for the reception of Public Stores. No Spirituous Liquors ſhall be allowed to be brought into the Yard for ſale to the people, nor any Malt Liquor but what the Commiſſioner, or, where none, the Principal Officers ſhall expreſsly authorize; and great care is to be taken to prevent Smoking Tobacco in any part of the Yard. Foreigners and Strangers. Perſons diſcharged for Miſconduct. Storehouſes. Spirituous Liquors. Smoking Tobacco.

47.]—The beſt Regulations that local circumſtances will admit are to be made for the intercourſe of Boats with the Yard, for the purpoſe of taking off and landing Stores, and on other occaſions, which are to be confined to as few places as ſhall be conſiſtent with the Service. Landing Places for Boats.

48.]—No Merchant Ship or Veſſel ſhall be ſuffered to lie alongſide the Hulk, or to come to any Wharfs or Jetties of the Yard, for any purpoſe whatever, without the knowledge and approbation of the Commiſſioner if there be one, otherwiſe of the Maſter Attendant; nor ſhall any Ships or Veſſels be allowed to ride at Tranſporting Buoys, or to make faſt to any Buoys or Beacons laid down for the ſafety of the Navigation. No Ship or Veſſel which may have come alongſide the Wharfs or Jetties for the purpoſe of delivering or receiving Stores, or on any other occaſion, ſhall be ſuffered to quit thoſe ſituations without being previouſly ſearched, under the inſpection of the Naval Storekeeper, in order to ſee that no articles, the property of His Majeſty, are concealed on board. Merchant Ships. Store Ships.

49.]—A few minutes before the bell ſhall ring for the people to leave the Yard in the evening, the Storehouſes, Workſhops, and Buildings of every deſcription, ſhall be carefully examined by the Officers in their reſpective Departments, particularly thoſe in which fires or lights may have been uſed, in order to ſee that all is ſafe, and that no perſon remains therein; the windows and every thing ſhall then be properly ſecured, the doors locked, and the keys lodged with the Naval Storekeeper. Storehouſes.

50.]—Every time the Workmen go out of the Yard, the Officers ſhall attend at the Gate, in order to prevent them from carrying away any article, however trifling, the property of Government; for which purpoſe, they are to be vigilantly noticed by the Officers, who are to cauſe ſuch as may be ſuſpected to be ſearched, and to report to the Commiſſioner every perſon detected in attempting to commit embezzlement; ſhould there be no Commiſſioner, the Officers are to take ſuch ſteps as the caſe may require. Workmen leaving the Yard.

51.]—All Orders and Regulations of every kind, which may be eſtabliſhed for the ſafety of the Yard, and for conducting the buſineſs thereof, ſhall be hung up in the reſpective Offices, Storehouſes, Buildings, and other places to which they relate: Regulations ſhall be eſtabliſhed to be obſerved in caſe of Fire in the Yard, which ſhall be hung up at the Gate, and ſuch other places as may be moſt convenient for their being read, to the end that each perſon, ſpecially included in the ſaid Regulations, may know his ſtation, and the Service he is to perform, and that all confuſion may be guarded againſt as much as poſſible. The Fire Engines, Buckets, &c. ſhall be kept in good order ſo as to be always fit for immediate uſe. Regulations to be made public. Regulations in caſe of Fire to be eſtabliſhed.

52.]—The condition of all Wharfs, Storehouſes, and other Buildings, &c. in the Yard, ſhall be examined quarterly, or oftener if expedient, and the reſult of the Examination, ſtating the Repairs and paint-work required, ſhall be inſerted in the Progreſs. Every ſmall defect is to be made good as ſoon as diſcovered, in order to preſerve the whole in the beſt poſſible condition; and proper attention is to be paid with reſpect to Painting ſuch parts of the Buildings, &c. as may require it for the Preſervation thereof. When large Repairs, material Alterations, or new Buildings become neceſſary, the Officers are to tranſmit to us an accurate deſcription thereof, with Eſtimates of the expence and time it may require to complete them; ſtating alſo what part can be performed by the Workmen of the Yard, and for what part it will be neceſſary to contract. In caſe timber, or other materials of the Country, can be uſed to advantage in the ſaid Works, the Eſtimates are to be formed agreeably to the current prices of ſuch articles. The Works, however, are not be undertaken until our ſanction be given, except in caſes of the moſt obvious or urgent neceſſity, when the approbation of the Commiſſioner, or, where none, of the Commander in Chief or ſenior Officer of His Majeſty's Ships, ſhall be previouſly obtained. Should the Commiſſioner, or, where there is none, the Commander in Chief of His Majeſty's Ships, give directions at any time for any Work out of the common courſe to be undertaken, the Officers ſhall communicate the ſame to us by the firſt opportunity. Examination of Wharfs and Buildings. their Preſervation and Repair. New Buildings. Unuſual Works.

53.]—Whenever any Repairs ſhall be ordered to be undertaken, Alterations made, or new Buildings erected by contract, the Naval Storekeeper ſhall give fourteen days public notice thereof, and tenders ſhall be received and the agreement made in the ſame manner, and in the preſence of the ſame Officers, as hereinafter directed with reſpect to the purchaſe of Rules for contracting for the performance of Works.

Stores,

Appendix, No. 25. Stores, and an Account shall be sent monthly, agreably to the annexed form, of the progress of all such works.

Stowage of Stores. 54.]—The Stores in the Magazines shall be carefully stowed in such manner as to be easily got at when wanted, and their condition shall be frequently inspected. The most effectual means are to be taken to preserve them from injury, for want of being properly aired, or from being destroyed by vermin or insects, or by lying carelessly about the Yard, or in the Store-houses; and as Colours and Buntin are more liable to injury from insects than other Stores, particular attention shall be paid to throw Pepper among them for their Preservation, and they are to be kept in a dry place to prevent their being mildewed.

Preservation. Preservation of Masts, &c. 55.]—In order to keep Masts and Spars in a state of Preservation, they are to be buried in the sand (at those Yards where the same can be done), and an accurate account shall be kept of the places where those of the respective sizes are deposited, in order that they may be readily got at when wanted. An Annual Account shall be sent to us, of the effects of this measure on such Masts as may have been taken up in each year. As Masts are ordered to be sent out without being payed with a coat of stuff, the Officers are to see it done, when the Masts are sufficiently dried, after their arrival.

How to know where Cables and Cordage were made. 56.]—In order to ascertain at what Yards all Cables and Cordage, as low as three inches, shall have been made, they are marked in the following manner, viz.

Cables and Cordage made of new Hemp, as low as three inches, in Plymouth Yard - - - - - -	One mark, yarn or thread, run through them.
Ditto, in Portsmouth Yard - - - - - - -	Two mark, yarns or threads, ditto.
Ditto, in Woolwich - - - - - - - -	Three mark, yarns or threads, ditto.
Ditto, in Chatham - - - - - - - -	Four small threads, or yarns twisted together.

Therefore in case any Cables or Cordage, as above described, shall be found to be badly made, or in any other way prove defective, a Report thereof is immediately to be made to us, stating the Yard at which the same may appear to have been made when received, and from what Ship or Vessel.

How to know when Cables and Cordage have been cut. 57.]—In order to detect the abuse of cutting Cables and Cordage, when sent from one Yard to another, the following plan has been adopted; viz. The mark Twine, in every strand of Cordage, has been ordered to be returned one fathom at each end, thereby forming a loop or bite, which would be destroyed in the event of the Rope being cut. A Report shall therefore be made to us, whenever it is found that the said loop has been destroyed in any Cordage; stating the quantity cut off, the time when, by what conveyance, or from what Ship the article was received; and every other particular which may lead to a detection of the person guilty of cutting the same.

Offal Wood and Chips to be sold. 58.]—No part of the unserviceable Wood or Chips, which may be produced in the Yard, shall be appropriated to the private use of any Officer, Clerk, or other person; but all such as may not be wanted for public use, are to be preserved and disposed of by public sale for the benefit of Government.

ESTABLISHMENT OF STORES, DEMANDS, PURCHASES, &c.

Appendix, No. 19. Quarterly Accounts to be sent of Stores. 59.]—A Quarterly Account shall be sent to us, agreeably to the annexed form of Stores remaining in the Magazines, and of what may be wanted either to complete the Establishment, or in addition thereto, not noticing the fractional parts of the quantities of any articles inserted therein. In making out these regular Quarterly Returns, the Stores previously demanded in any former account, but not arrived, are to be re-demanded if wanted, in order that, should a Quarterly Return miscarry, the next that comes to hand may contain a perfect account of the Stores wanted. This Return is to be completed in a month after the expiration of each quarter, unless by delaying it another week, no opportunity of sending it to England should be lost; but, if this Return be not completed as before mentioned, and transmitted by the very first opportunity afterwards, the Officers shall report in writing the cause thereof to the Commissioner, if there be one, otherwise to the Commander in Chief or senior Officer of His Majesty's Ships present, and also to this Board. At the beginning of this Account shall be inserted,

Appendix, No. 16. 1st. A List of the Ships and Vessels which are expected to require Stores from the Magazines.

2d. An Abstract of the rough Masts or Spars necessary (without regard to what is in store) for making the lower Masts, Topmasts, and Topsail-yards allowed by the Peace Establishment, for all the Ships and Vessels usually employed on the station in time of peace; with a List or Abstract of the Ships, for which those articles are calculated; observing that made Top-masts, Topgallant-masts, Topsail, and Topgallant-yards shall not be demanded, but rough sticks for making those articles.

Appendix, No 17.

3d. An Account of the Store Ships, which have arrived in the course of the last quarter, or before the completion of the Return; observing that if the Ships arrive before the remains of Stores are inserted in this Return, their cargoes are to be included therein; but particular care is to be taken, to mention whether the cargoes be included in the remains, or not. At the end of this Quarterly Return are to be inserted,

Appendix, No. 18.

1st. An

1ſt. An Account of Stores demanded in the preceding Quarterly Return, or in a caſual demand, which have not been received, and which are not now wanted. Appendix, No. 20.

2d. An Account of ſerviceable articles in ſtore, which are not wanted, and for what reaſon. Appendix, No. 21.

60.]—No Stores, although included in the Eſtabliſhment for the Yard, ſhall be demanded for Ships or Veſſels of claſſes which are not on the ſtation, unleſs the Commiſſioner, or, where none, the Commander in Chief ſhall authorize the ſame, from a knowledge of Ships of thoſe claſſes being ſhortly expected; nor ſhall the full quantities of Stores mentioned in the Eſtabliſhment be demanded, when, owing to alterations in the number and claſſes of Ships on the ſtation, leſs quantities would be ſufficient; but in either of theſe caſes, or in demanding extra Stores for the Yard, the reaſons ſhall be inſerted againſt the ſaid articles in the Returns. Directions for demanding Stores.

61.]—Liſts ſhall be ſent, by every opportunity, of the ſpecies and ſizes, or denominations of Stores, which may be moſt wanted of thoſe which have been already demanded, in order that preference may be given in ſending them out; and in caſe there ſhould be any Stores particularly wanted, which have not been demanded, a ſeparate Liſt thereof ſhall be ſent, in which the quantity of each ſpecies and ſize, or denomination ſhall be inſerted. Liſts of Stores moſt wanted to be ſent.

62.]—Although there may be an Eſtabliſhment of Stores fixed for the Yard, yet ſuch Stores as may be abſolutely neceſſary are to be demanded in addition thereto, aſſigning on every occaſion the reaſons for ſo doing, that we may judge of the propriety thereof. Stores may be demanded in addition to the Eſtabliſhment.

63.]—In order that the Naval Storekeeper may be enabled to inſert the proper quantities of Stores in his demands, the Maſter Attendant and Maſter Shipwright ſhall furniſh him with every information in their power, reſpecting the probable expenditure of the articles in their ſeveral Departments, whenever he ſhall be about to make up the Quarterly Demand for Stores, as well as on every other occaſion when ſupplies are required, ſo that neither unneceſſary expence may be incurred by purchaſes at extravagant prices in the Country, nor detriment to the Public Service enſue from the want of any articles which might have been ſupplied from England; and it is to be obſerved, that the extra expence attending the purchaſe of Stores, which would have been avoided had they been demanded in time, will be ſtrictly inveſtigated and charged againſt the Officer, through whoſe neglect the neceſſity of the purchaſe ſhall have ariſen; particular care muſt, however, be taken to guard againſt too great an accumulation of Stores of any deſcription. Further directions reſpecting demanding Stores, to prevent purchaſes or wants.

64.]—All Ships and Veſſels, which bring Stores to the Yard, ſhall be unloaded with every poſſible expedition; giving the preference to hired Ships, in order to prevent the expence of demurrage. Receipts ſhall be given by the Naval Storekeeper for the Stores delivered, and, when brought out in any hired Veſſel, a Certificate ſhall be added thereto, ſigned by all the Officers of the Yard, ſpecifying the day of the Veſſel's arrival, the day on which ſhe was ready to unload, the day on which her unloading was actually begun, the day on which it was finiſhed, and the day on which the receipt was given. In caſe Stores brought out in any Veſſel ſhould be damaged on the paſſage, they ſhall not, on that account, be rejected; but the Officers of the Yard ſhall hold a Survey thereon, and tranſmit to us, by the firſt opportunity, a copy of the Report of Survey, wherein is to be ſtated the cauſe or cauſes to which the Commander, or Maſter of the Veſſel, may attribute the damage ſuſtained. And, if any ſuch Stores ſhould be in ſo bad a ſtate as to be deemed unfit for their proper uſe, they ſhall not be converted to inferior uſes, allotted for ſale, or ſent home, until regularly reſurveyed, in the manner hereinafter directed, reſpecting the diſpoſal of old or unſerviceable Stores. Store Ships to be unloaded. Damaged Stores. (Art. 98.)

65.]—Particular enquiry ſhall be made, reſpecting the Stores and materials which may be procured in the Country at a cheaper rate than they can be ſent from England, and the reſult of ſuch enquiry ſhall be communicated to the Commiſſioner, or, where none, to the Commander in Chief, in order that directions may be given for timely providing ſuch as may be wanting, inſtead of demanding them to be ſent from England, always reporting the particulars to us, in order that ſuch ſpecies may not be included among the Stores we may order to be ſent out; and, in addition to that general information, it ſhall always be ſtated againſt ſuch articles, in every Quarterly Return, the reaſon why ſuch ſpecies of Stores are not demanded therein, and the prices at which they can be procured in the Country. Stores procurable in the Country.

66.]—Whenever a neceſſity ariſes for purchaſing Stores, the Officers ſhall repreſent it, in writing, to the Commiſſioner, or, where there is none, to the Commander in Chief or ſenior Officer of His Majeſty's Ships in Port, for his deciſion and directions thereon; their repreſentation is to be accompanied with an Account, in the annexed form, ſpecifying the remains, and the quantities of each article propoſed to be purchaſed, the time for which ſuch ſupply (with the remains of the ſame articles then in Store) is computed to laſt, and whether that time be calculated according to the uſual rate of expenditure, or with a view to any extraordinary expence of Stores; it is alſo to ſtate whether demands have been made for the articles in queſtion, or any part of them, in the Returns tranſmitted to this Office, and, if not, the reaſon why they have not been demanded. In caſe the Commander in Chief or ſenior Officer, where there is no Commiſſioner, ſhould refuſe to order Stores to be purchaſed, when applied to for that purpoſe, the Officers ſhall inform him that their Inſtructions do not authorize their purchaſing Stores, however urgent the neceſſity, without his directions, and they are not to purchaſe any unleſs directions be given accordingly. How to proceed when it is neceſſary to purchaſe Stores. Appendix, No. 22.

67.—Whenever any Stores, Slop Clothing, or Beds ſhall be ordered to be purchaſed, the Naval Storekeeper ſhall advertiſe for them in the Gazette or other public News-paper, or, where there may be no Gazette or News-paper publiſhed, he ſhall give public notice by ſuch other means as may be in uſe at the place for ſimilar purpoſes, for the ſpace of ten days before the day of Treaty, unleſs the demand for the Stores ſhall be ſo urgent as to make Public Advertiſement.

it injurious to the Public Service to defer the purchaſe to ſo diſtant a day; in which caſe the Naval Storekeeper may, with the approbation of the Commiſſioner, Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent, name a ſhorter period in his Advertiſement, or public notice; or, ſhould there be ſtrong and ſatisfactory reaſons for ſo doing, he may, by either of the authorities aforeſaid, purchaſe ſuch Stores at the cheapeſt rate he can by private Agreement. The Tenders ſhall be received ſealed up, and put into a box with three locks, of which the Commiſſioner, Naval Storekeeper, and Maſter Attendant (and, where there is no Commiſſioner, the Maſter Shipwright) ſhall each keep a key; but no Tender ſhall, upon any pretence, be received after twelve o'clock on the day of Treaty; at which hour the box ſhall be opened, the loweſt Tender accepted, and the Agreement concluded, with the approbation of the Commiſſioner, and in the preſence of all the Officers, who ſhall aſſiſt in and witneſs the ſame; requiring the party, when neceſſary, to give ſatisfactory ſecurity for the fulfilment thereof, provided there ſhould be no reaſon to ſuſpect that there has been any Combination, Collution, or other improper proceeding on the part of the perſons who may have made Tenders, or between them and any perſon employed in the Public Service; in which caſe the Commiſſioner, or, where there is none reſident, the Officers, with the approbation of the Commander in Chief or ſenior Officer of His Majeſty's Ships preſent, ſhall take ſuch meaſures as may be the moſt effectual to guard againſt any undue advantage being taken of the Public, and endeavour to procure the Stores upon more reaſonable terms, either by private Agreement or otherwiſe; but, in every caſe, the moſt ſatisfactory reaſons muſt be aſſigned for purchaſing Stores by private Agreement, inſtead of public Advertiſement; and the original Orders for that purpoſe, from the Commiſſioner, or Commander in Chief, or Senior Officer, ſhall be tranſmitted with the Quarterly Account of Stores purchaſed. Where there is no Commiſſioner, the approval of the Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent, ſhall be obtained before any Agreement of this kind, either public or private, be concluded. The News-papers in which the Advertiſements may have appeared, or copies of the public notices which may have been given, the Tenders, with the approval or rejection of the Commiſſioner, the Commander in Chief, or ſenior Officer preſent written thereon, and alſo the Agreement made in conſequence thereof, ſhall be tranſmitted to us with the Quarterly Accounts of purchaſes; and, in all caſes, the real names of the parties concerned ſhall appear in the Agreements for and Accounts of the ſame. Where there is only a Naval Storekeeper, his chief Clerk ſhall be preſent at, aſſiſt in, and witneſs the making of all Agreements of this nature entered into by the Naval Storekeeper, however ſmall the amount of the purchaſe, and ſign all the Accounts relative thereto.

Private Agreement.

Tenders.

How to defeat Combination.

Vouchers neceſſary.

Stores purchaſed by private Agreement.

68.]—As it may ſometimes be neceſſary to procure ſome articles of Stores, to a ſmall amount, by private Agreement, the Naval Storekeeper may, by the approbation of the Commiſſioner, Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent, purchaſe in that manner ſuch as may be abſolutely required for carrying on the Public Service; and in caſe (where there is not a Commiſſioner reſident) none of His Majeſty's Ships ſhould be in Port, the Maſter Attendant and Maſter Shipwright ſhall certify to the neceſſity of making ſuch purchaſe; and their Certificate ſhall be tranſmitted with the Quarterly Account of Stores purchaſed. At Eſtabliſhments where there is only a Naval Storekeeper, he ſhall tranſmit an exact account of the remains in ſtore of the ſpecies of articles wanted, at the time of making the purchaſe, that we may judge of the neceſſity thereof.

Reſtriction as to the Purchaſe of Stores.

69.]—Whenever Store Ships are about to be loaded for a Foreign Yard, notice thereof will be ſent to the Commiſſioner, or, ſhould there be none, to the Officers of the Yard, by the firſt opportunity; but as they will, nevertheleſs, often arrive unexpectedly, the quantity of Stores purchaſed at any one time ſhall not exceed what may be requiſite to make up (with the quantity remaining in the Magazines) the probable expenditure for one month, from the time of purchaſe, unleſs there be a ſubſtantial reaſon for providing a larger quantity, which muſt be ſtated in the repreſentation made to the Commiſſioner, or Commander in Chief, of the neceſſity of the purchaſe.

Examination of the Quality of Stores,

and execution of works.

70.]—When Stores or Materials which have been purchaſed, either by contract or private agreement, are received into the Yard, the Officers ſhall carefully inſpect the Quality of the ſame; and they are to reject any article which may not be of a proper Quality, and conformable in every reſpect to the ſample or agreement; but ſhould it be abſolutely neceſſary to receive ſuch articles, they are to join in fixing abatements in the price, proportionate to the defects diſcovered. They are, in like manner, to examine the execution of all works performed by contract.

Stores purchaſed by private Agreement.

71.]—Whenever Stores ſhall be purchaſed by private Agreement, the Naval Storekeeper ſhall procure a Certificate, from two reſpectable Merchants, that the Stores were purchaſed at the current market price at the time, and produce the ſame as a neceſſary voucher to his accounts; the Commiſſioner, or, where there is no Commiſſioner, the principal Officer of the Cuſtoms, approving the ſame, as a proof of his being ſatisfied as to the reſpectability of the perſons atteſting the vouchers.

Vouchers neceſſary.

72.]—In all purchaſes of Stores, the Naval Storekeeper ſhall take, for Vouchers, the Tradeſmens Bills, expreſſing the dimenſions, length, ſize, quantity, rate, and value of each article, and their Receipt for the Money, the payment of which ſhall be atteſted by two witneſſes, of whom the Maſter Shipwright, or Maſter Attendant, is to be one.

Quarterly Return of Stores purchaſed.

Appendix, No. 23.

73.]—A Quarterly Return ſhall be ſent, according to the annexed form, of Stores purchaſed, ſtating therein, after the enumeration of the articles, the total value of the whole, both in ſterling money and currency, and the rate per ton of the Cables and Cordage, if any be in the Account; but the rate of other articles need not be inſerted. To this Account ſhall be attached,

1ſt. Copies

1ſt. Copies of all Repreſentations made by the Officers to the Commiſſioner, the Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent, of the neceſſity for purchaſing Stores, and of the Orders received in conſequence thereof.

2d. Copies of all Orders for purchaſing Stores, which may have been received without any repreſentation having been made of the neceſſity thereof.

And 3dly. A Statement of the ſteps taken relative to ſuch purchaſes.

Stores loſt and recovered.

74.]—The Officers of the Yard are to take care to demand without delay all Anchors, Cables, Stores, and Materials of every deſcription, belonging to the King, that may be taken up on any part of the Station; and, for all ſuch articles as may be recovered and delivered into the Yard by any perſon or perſons not in His Majeſty's Service, the Naval Storekeeper is, with the approbation of the Commiſſioner, Commander in Chief, or ſenior Officer, where there is no Commiſſioner, to pay Salvage, at a rate not exceeding one third of their value, at the time of delivery, which value is to be aſcertained by the Maſter Attendant, Maſter Shipwright, and Naval Storekeeper, jointly ſurveying the Stores for that purpoſe. Salvage.

Stores not to be received from Ships that are to remain on the Station, except extra Cables.

75.]—No ſerviceable Stores, included in the Eſtabliſhment, ſhall be received from any Ship or Veſſel that is to remain on the Station, although the Captain or Commander ſhall think them ſuperfluous, excepting ſuch extra Cables, ſupplied to Ships for Foreign Service, as the Captains may wiſh to deliver into Store on their arrival on the Station, which ſhall be received from them, and a receipt given for the ſame.

Stores to be received from Ships on leaving the Station,

76.]—The Commander in Chief or ſenior Officer, being directed, on ſending any Ship to England, to order her Captain to return into the Magazines all Stores, ſerviceable Slops, and Beds, not neceſſary for her paſſage, and which may be uſeful in the Country, the ſame ſhall be received into the Yard, and the Naval Storekeeper ſhall give receipts for them, and be charged therewith accordingly. Should there be at any time a deficiency in the number of Anchors ordered to be kept in Store, it ſhall be communicated to the Commander in Chief, in order that he may, if he think proper, direct ſuch Ships as may be going to England, to deliver into Store their ſpare Anchors, provided they be of the ſize wanted. eſpecially Anchors.

Commander in Chief to be furniſhed with Account of Stores in the Magazines.

77.]—The Commiſſioner, or, where there is none, the Officers ſhall regularly furniſh the Commander in Chief or ſenior Officer on the Station, at the end of each quarter of a year, (and oftener if he ſhould apply for it) with an Account of the Stores remaining in the Magazines.

How to proceed with reſpect to Stores on the concluſion of a War.

78.]—A Liſt ſhall be tranſmitted to us, after the concluſion of a War, of ſuch articles as will not be injured by being kept in Store, and which would be wanted again on the breaking out of a new War, but which could not, on an emergency, be ſpeedily ſupplied; and alſo a Liſt of ſuch articles, of a periſhable nature, as it would be adviſeable to ſend home, or to diſpoſe of in the Country.

Appendix, No. 24. Stores likely to decay before uſed.

79.]—An Account ſhall be made out, every year, in January, of all articles in Store which are not likely to be brought into uſe before they may receive injury from lying too long in the Magazines, deſcribing the ſtate they are in, and ſuggeſting in what way they may be moſt advantageouſly diſpoſed of or appropriated.

Actual Remains of Stores to be taken.

80.]—It being deſirable that the actual remains of Stores in the Magazines ſhould be compared from time to time with the Balances which appear in the accounts, no opportunity ſhall be neglected of aſcertaining the ſame, whenever it ſhall be practicable from the low ſtate of any articles of Stores; and an Annual Account, according to the annexed form, ſhall be tranſmitted of articles whoſe remains have been ſo inveſtigated. Appendix, No. 25.

Oakum to be picked.

81.]—As Oakum can be picked in the Country at a cheaper rate than it can be ſent out from England, ſuch junk as may not be wanted for other purpoſes, is to be picked into Oakum accordingly; and application ſhould occaſionally be made to the Commander in Chief, to direct the Commanders of ſuch of His Majeſty's Ships as he may foreſee will require cooking, to apply for junk, and cauſe it to be picked into Oakum for that purpoſe, by their reſpective crews. And as it is directed that the Caulkers of the Ships do ſtop the leaks appearing in their Decks and Sides, and that the Carpenter's crews repair the defects in Hatches, Gratings, and Ladders, materials are, by proper authority, to be ſupplied for thoſe purpoſes.

Materials to be ſupplied for trifling defects in Ships.

ISSUE, EXPENDITURE, AND SALE OF STORES.

State of the Fleet to be aſcertained.

82.—The Commiſſioner, or, where no Commiſſioner is reſident, the Officers of the Yard ſhall reſpect the Commander in Chief of His Majeſty's Squadron on the Station to furniſh an account quarterly, or oftener if neceſſary, of the ſtate of the Maſts, Yards, and Rigging of the Ships and Veſſels under his command; of the repairs which they may probably require, and of the time when they may be expected to refit; in order that it may be taken into conſideration how the ſame may be executed to the beſt advantage, and what Stores and Workmen may be wanted on the occaſion; obſerving, that no more Ships and Veſſels are to be taken in hand, to be careened or refitted at the ſame time, than there may be Workmen and conveniencies to execute the repairs which they may require.

Alterations not to be made.

83.]—The Officers of the Yard are not, on any conſideration, to make nor allow to be made any alterations in any part of His Majeſty's Ships, or in their Maſts, Yards, Boats, or Furniture; nor to deviate from the Eſtabliſhment in refitting or repairing them, or ſupplying them with Stores, without ſpecial authority from the Commiſſioner or Commander in Chief.

Demands for Stores for Ships.

84.]—All Demands for Stores for the uſe of His Majeſty's Ships, ſigned by the proper Officers, counterſigned by the Captain, and approved by the Commander in Chief or ſenior Officer preſent, ſhall ſpecify, in the annexed form, the actual remains on board and when laſt completed, and the Boatſwains and Carpenters Expence Books and working abſtract ſhall be examined, and the remains compared with the eſtabliſhed proportions of Sea Stores, Appendix, No. 26.

Iſſue of Stores.

Diſcretion.

which, with the approbation of the Commiſſioner, ſhall be completed, but on no account be exceeded without a ſpecial Order for that purpoſe from him, or, where no Commiſſioner is reſident, from the Commander in Chief of His Majeſty's Ships; ſhould the Magazines be in an exhauſted ſtate, or ſhould there be reaſon to ſuppoſe that the wants of other Ships could not be ſupplied, if the full Eſtabliſhment of Stores of any one or more Ships ſhould be completed, the circumſtance ſhall be repreſented to the Commiſſioner, or to the Commander in Chief, for his direction thereupon. No Stores ſhall be iſſued in lieu of what may be returned, unleſs the latter ſhall have been condemned by ſurvey as worn out, or unfit for their proper uſe.

Iſſue of Stores.

85.]—Care ſhall be taken that Stores be iſſued to Ships in ſucceſſion, according as the demands ſhall be delivered, or as the Commander in Chief or ſenior Officer of His Majeſty's Ships ſhall require, in order to prevent confuſion or miſtakes, which might happen by the Storekeeper attempting to comply with too many demands at the ſame time; it is to be obſerved, however, that every poſſible diſpatch is to be uſed in the execution of this Service; and, in order to prevent deſertion and other irregularities, by the Boats of His Majeſty's Ships being unneceſſarily detained on ſhore, the Clerks and other perſons appointed to attend the delivery and receipt of Stores ſhall be directed, whenever it may be requiſite, not to break off on the bell ringing for the people to go to dinner, but to remain on that Duty until it be completed. In ſupplying Stores, care ſhall be at all times taken to iſſue thoſe firſt, which have been the longeſt in the Magazines.

Oldeſt Stores to be iſſued firſt.

Painting Ships.

86.]—His Majeſty's Ships in hot climates ſhall be allowed ſuch a quantity of Paint as may be neceſſary for Painting their weather works, in plain colours, twice in each year; and care ſhall be taken that the ſame be properly mixed before it is iſſued. In caſe there ſhould be no perſon on board the Ship, which requires to be painted, capable of laying the paint on, the ſame may be done by the Workmen of the Yard.

Charging Boatſwains and Carpenters with Stores.

87.]—Whenever Canvas ſhall be iſſued to be made into ſails for any particular Ship, the Boatſwain of that Ship ſhall not be charged with the Canvas, but with the ſails when made; nor ſhall he be charged with the Canvas uſed in the ſail loft for repairing ſails: and when Ships ſhall be fitting, refitting, or repairing, the Stores iſſued for thoſe purpoſes, and expended under the inſpection of the Maſter Attendant or Maſter Shipwright, ſhall not be charged to the Boatſwains or Carpenters; but, at Yards where there ſhall be no Maſter Attendant, or Maſter Shipwright, the Stores iſſued for the above purpoſe are to be charged to the ſaid Warrant Officers; and the Naval Storekeeper ſhall acquaint them of the ſame, that they may bring the Stores to account in their Expence Books.

Candles allowed for Workmen.

88.]—Such Candles ſhall be ſupplied as may be abſolutely neceſſary for the uſe of the Workmen employed on board Ships, in making good any defects below, where lights are wanted; as well as ſuch wood or fuel, as may be neceſſary for heating pitch, &c. the Purſers not being required to ſupply candles or fuel for ſuch purpoſes.

Coals allowed for the Forge.

89.]—Such Coals, as ſhall be neceſſary for working the Forge, may be ſupplied to His Majeſty's Ships, on regular demands being made for them, ſigned by the reſpective Captains, and approved by the Commiſſioner, Commander in Chief, or ſenior Captain preſent, the Purſers giving receipts for the ſame; and the Naval Storekeeper is to ſend home, quarterly, an account of the Coals ſo iſſued, made out in the annexed form.

Appendix, No. 27.

Fathom Wood may be iſſued to Purſers on being paid for.

Appendix, No. 28.

90.]—Ships fitting or refitting at the Port may occaſionally be ſupplied, by the authority of the Commiſſioner, the Commander in Chief, or ſenior Officer, with Fathom Wood from the Yard, and the Purſers are to pay for the ſame, according to what may be deemed a fair and reaſonable price. The Naval Storekeeper is to receive the amount, and to keep an account agreeably to the annexed form, of ſuch ſupplies of Fathom Wood, ſpecifying the price thereof; a Return of theſe ſupplies, certified by the Maſter Attendant and Maſter Shipwright, and approved by the Commiſſioner, ſhall be tranſmitted, quarterly, to this Office.

Taking off Stores to Ships.

91.]—The Officers and Companies of the Ships and Veſſels in Port are to take off the Stores, Water, Proviſions, &c. wanted for their uſe, with the boats belonging to their reſpective Ships, when it can be done; but, when the Service of the Yard would ſuffer no inconvenience thereby, the Yard craft are to be allowed to aſſiſt on theſe occaſions, taking care that no extra expence be incurred on that account, by hiring additional boats or men, except in caſes of the greateſt emergency.

Accounts of Stores iſſued to Ships, to be ſent with them.

92.]—A correct Account, ſigned by the Naval Storekeeper, of all Stores iſſued to Ships ſhall be ſent on board therewith, in order that the Commanding Officer may compare the ſame with the articles received; and the reſpective Boatſwains and Carpenters are to be informed, that the ſaid accounts muſt be delivered with the other books and papers, neceſſary for paſſing their accounts at this Office.

Appendix, No. 29.

Two Receipts to be taken for Stores iſſued.

93.]—Two Receipts are to be taken for all Stores iſſued to the King's Ships, one ſet of which, at the end of each month, ſhall be aſſorted, attached together, and ſent to the Office, by the firſt proper opportunity, in order that the reſpective Officers may be charged with the Stores ſpecified therein. * Receipts are likewiſe to be taken for ſuch Stores iſſued to hired ſhips and veſſels in the Service as are allowed, by their ſeveral Eſtabliſhments, to be ſupplied from His Majeſty's Magazines, one ſet of which is to be aſſorted, attached together, diſtinct from thoſe above mentioned, and tranſmitted at the ſame time, that the reſpective maſters or owners may be made to account for the Stores accordingly. If, in the courſe of the month, Stores ſhould have been ſent by King's Ships, Tranſports, or any other conveyance, to Ships at a diſtance (Receipts for which have not been obtained from the Officers to whoſe charge the Stores were conſigned) an account thereof ſhall be made out, and accompany the Receipts tranſmitted as above directed.

* Vide Art. 144, with reſpect to the other ſet of Receipts.

94.]—N

94.]—No Stores shall, on any account whatever, be lent; neither shall Stores be spared to Merchant Ships, to Ships belonging to Foreign Powers, nor to hired Ships in the employ of Government, beyond the articles allowed by their Establishment; nor shall any Repairs be given to Ships of those descriptions by the people of the Yard, except in cases of extreme necessity, and when from the state of the Magazines, and the works in hand, it can be done without prejudice to His Majesty's Service. But no such assistance in Stores or Workmanship shall be granted, without an Order in writing from the Commissioner, or, where none is resident, from the Commander in Chief or senior Officer of His Majesty's Ships, or, in the event of there being no King's Ship in the Port, without a special application in writing from the Governor of the place, specifying the species and quantity of the Stores to be supplied, or the nature and extent of the Works to be performed, for which immediate Payment shall be required, either in cash or bills of exchange; and, to the full value of the Stores and Workmanship shall be added the per centage, which may from time to time be established by this Board, according as the same may respect hired Vessels in Government Service, Packets, Merchant Ships, or Ships belonging to Foreign Powers. Whenever Stores have been supplied or Works performed, under the above circumstances, one attested copy of the Order for that purpose, and of the Account of the Stores supplied and Workmanship performed, shall be immediately transmitted to this Office; in which Account shall be inserted the value of the Stores and Workmanship, with the per centage added thereto in red ink; and the mode in which Payment has been made for the same is to be stated. Another attested copy of the Account of Stores supplied is to accompany the Credit Vouchers, transmitted for examining the Store Account, as hereinafter directed.

Stores not to be lent, or spared, or Workmanship performed, except on special Occasions, and under certain Restrictions.

Payment to be obtained.

Accounts thereof to be sent.

(Art. 117.)

95.]—The Ordnance Department shall be supplied with such Junk and old Rope as may be required, provided it can be spared, taking proper receipts for the same.

Junk and old Rope may be supplied the Ordnance Department.

96.]—An Account shall be transmitted, quarterly, of all Stores which may have been furnished, and of Works which may have been performed, for the Service of any other Department of Government, stating the value thereof, with a copy of the Order or Orders given on the occasion. Another copy of the Account of Stores so supplied is to accompany the Credit Vouchers, transmitted with the Store Accounts.

Appendix, No. 30. Accounts of Stores supplied, and Works performed to other Departments, to be sent.

97.]—No Stores of any kind, returned as unfit for their original use, shall be converted to any inferior purpose, until resurveyed by the Master Attendant or Master Shipwright, each in his own Department, in order that any part thereof, which can be more advantageously applied, may be selected and set apart for that purpose; and particular care shall be taken that no Masts, Yards, or Boats be condemned, as unserviceable, which can be effectually repaired.

Conversion of Stores.

98.]—In order that the Magazines may not be encumbered with old or decayed Stores, unfit to be issued, and unconvertible to useful purposes; an account of such as may be considered of that description shall be delivered, at the end of each quarter of a year, or oftener if the accumulation of them should require it, to the Commissioner, who is to make application, whenever it may be expedient, to the Commander in Chief or senior Officer of His Majesty's Ships present, to give an order for such Stores to be surveyed by proper Officers belonging to His Majesty's Ships. The Report of Survey is to be made to the Commissioner, in the annexed form, specifying the real condition of the several articles, and the apparent causes of their having become unserviceable, distinguishing those not used or issued, but decayed while lying in store, from those worn out; and stating which, in their opinion, ought to be sent to England, and which might be sold in the Country to more advantage. A copy of the Report shall be transmitted to us, as early as possible, with a statement thereon, by the Naval Storekeeper, when the articles, represented to be decayed while lying in store, were received. The Commissioner, on being satisfied of the propriety of the Report, shall give directions for all the Stores, represented as worth sending to England, to be embarked in empty Navy Transports, or Storeships, that may be about to return thither; or apply to the Commander in Chief, to order their reception on board King's Ships, Transports, or other Vessels, for conveyance home, by the first opportunity, free of expence; and the person having charge of them is to be furnished, by the Naval Storekeeper, with an exact Invoice thereof, a correct copy of which is to be transmitted to us. The Commissioner shall also order the Stores, represented as fit only to be disposed of in the Country, to be sold accordingly; but, where there is no Commissioner, the Quarterly Account of old Stores accumulated in the Magazines shall be given, with the same regularity as above directed, to the Commander in Chief or senior Officer of His Majesty's Ships present, and his orders are to be attended to with respect to the survey and disposal thereof. When the Officers have received authority for the sale of any Stores, they shall give timely notice thereof by Advertisement in the News-papers, or, where none are printed, by such other mode as may be in use at the place for similar purposes; and the Accounts, to be transmitted to us, of the sales, shall always be accompanied by the News-papers in which such Advertisements appear, or by copies of such other public notices as may have been given on the occasion.

How to proceed with respect to old Stores.

Survey.

Appendix, No. 31.

Old Stores worth sending to England.

Old Stores fit only to be sold.

99.]—When such old Stores as may have been reported by the regular Survey, as fit only to be sold in the Country, shall be ordered to be lotted for sale, the Naval Storekeeper and one other of the principal Officers with the Commissioner's Clerk, or, where there is no Commissioner, the Master Attendant or Master Shipwright's Clerk, shall attend, take an account of what each Lot contains, and be very careful that, in making up the same, no improper articles be put into it, and that it be made of such a size as may be considered best calculated to invite competition in the bidders. As a further guard against improper practices that might be attempted on such occasions two of the Lots, taken promiscuously from the whole, shall be opened and examined, one or two days before the sale, in the presence of the other

Letting of old Stores.

principal Officer, and such persons as the Commissioner shall direct who were not concerned in Lotting the Stores; but, should there be no Commissioner, all the Officers are to attend this Service. If any of the Lots should be found to contain any thing of different quality superior value, or more in quantity than what is described in the inventory, all the Lots shall be opened and examined previously to their being sold. The result of these examinations shall be reported to the Commissioner, where there is one, otherwise to the Commander in Chief, and also to this Board; and should any impropriety be discovered, a strict investigation shall be made in order to detect the offenders, and the particulars be reported as above directed.

Mode of selling old Stores.

100.]—Old Stores shall be sold in the following manner. Each Lot shall be put up at a sum considerably above its supposed value, which sum is to be gradually reduced until some person offer to take the Lot. It is not, however, then to be knocked down to him; but it shall be publicly asked, if any one will bid more for it; and the best bidder shall be the purchaser (whether it be the person who first offered to take it or any other), who shall be required to pay immediately a deposit of £. 25 per Cent. on the value of the Lot knocked down to him.

Officers to attend the Sale of old Stores.

Appendix, No. 32.

101.]—The Commissioner and all the Officers of the Yard shall attend the Sale of old Stores, unless some very urgent Duty should make it necessary for the Commissioner to dispense with the attendance of any one of them. They shall each take an account, agreeably to the annexed form, as the Sale proceeds, of the number of every Lot, of the rate or price at which it was put up, of the rate and sum at which it was sold, and of the name and description of the purchaser. The Commissioner and other Officers who attend such Sales shall each certify, on his Account thereof, that it was actually kept by himself, and that he literally complied with the foregoing directions (or assign reasons for not having done so), and shall transmit the same to us by the first opportunity after any such Sale of old Stores. The Naval Storekeeper shall also make out, agreeably to the annexed form, at the end of each quarter of a year, an Account, which shall be signed by himself and the other Officers, and approved by the Commissioner, of all the Stores sold in that period, distinguishing the rate each Lot was put up at, the rate at which it was sold, the total sum it produced, the amount of all the Lots, and also the aggregate of all the Sales that shall have taken place in the quarter; and the Storekeeper shall charge himself with such sums accordingly. The Naval Storekeeper shall enter in his Quarterly general Account of Stores issued, the quantity of old Stores sold in the quarter, and abstract the same into his issue abstract, noting against the articles respectively, that he has debited his Cash Account with the sums they sold for, without which notation he will not have credit for those articles in his Store Accounts.

Accounts of the Sale to be rendered.

Appendix, No. 33.

How to proceed in the Sale of old Stores, where there is no Commissioner.

102.]—When any old Stores shall be ordered to be sold, where there is neither Commissioner, Master Attendant, nor Master Shipwright, the Naval Storekeeper shall apply to the Commander in Chief, or senior Officer of His Majesty's Ships, to order such Officers of the Squadron as he may think proper to attend the Lotting and Sale of such old Stores, under all the foregoing Regulations; observing, that the Quarterly Account of the Sale of old Stores is to be signed by himself and first Clerk, who shall both make Oath to the truth of its contents.

SURVEY OF STORES ON THE REMOVAL OF A NAVAL STOREKEEPER.

Survey of Stores to be taken.

103.]—Whenever a Naval Storekeeper shall enter upon the Duties of his Office, whether by a confirmed or temporary appointment, the Commissioner is to apply to the Commander in Chief, or senior Officer of His Majesty's Ships present, to order two or three Masters, or such other Officers of the Ships under his command as he may think proper, to join the Officers of the Yard in taking a Survey of all the Stores remaining in the Magazines, including the Slop Clothes, Beds, and Marine Clothing; but, if there be no Ship present, the Commissioner is to direct the Survey to be taken by such Officers as he may think fit. Should there be no Commissioner, the Naval Storekeeper is himself to apply to the Commander in Chief, or senior Officer present, to order a Survey as aforesaid; and should no King's Ship be there, when the Naval Storekeeper arrives at the Yard, he shall, in conjunction with the other Officers of the Yard, proceed immediately to take the Survey. All applications for such Survey shall be made in writing, and if any cause should be assigned for not immediately complying therewith, the request shall always be repeated as soon as the reason stated for the delay shall no longer exist; and copies of each application, with the reply thereto, are to be transmitted to this Board, with the Storekeeper's first Quarterly Store Accounts. During any interval which may unavoidably occur between the time of the death or removal of a Naval Storekeeper, and that of taking the Survey, all Vouchers and Documents, upon which Stores shall have been received and issued, shall be marked in red ink, with the words—"Before Survey"—in order that, when the Survey shall be finished, the Stores issued on such authorities may be added to the account of those actually found in the Magazines, and that those which may have been received in the said interval may be deducted therefrom; by which means, the succeeding Storekeeper may be as correctly charged with the Stores on the day of his predecessor's removal, as if the Survey had been taken on that day. Three Accounts of the remains of Stores, thus ascertained, shall be made out, one of which is to be kept by the Naval Storekeeper, and the articles therein contained entered in his first Store Balance, as the first line thereof; another shall be sent to this Office, with his first Quarterly Store Accounts; and a third shall be delivered to the Commissioner or Officer who directed the Survey, that it may be sent by him to this Office, by the first opportunity, for comparing with the final Store Balance of the preceding Naval Storekeeper. Separate and distinct Reports of the remains of Slop Clothes, Beds, and Marine Clothing, shall be made out in triplicate, wherein the prices as well as quantity of the several articles of Slop Clothes and different

sorts

ſorts of Beds are to be ſtated; but the quantity only of Marine Clothing is neceſſary; theſe Reports are to be diſpoſed of in the ſame manner as thoſe containing the remains of Stores. In caſe there ſhall be neither Commiſſioner nor any Commiſſioned Officer of His Majeſty's Ships or Veſſels to order, nor any Maſter Attendant nor Maſter Shipwright preſent to join in a Survey upon the death or removal of a Naval Storekeeper, it ſhall be taken by the Naval Storekeeper's firſt Clerk, who ſhall call to his aſſiſtance two of the other Clerks (ſhould there be any), or two of ſuch maſters of trades or leading men as may happen to be on the Eſtabliſhment; and the ſaid firſt Clerk ſhall take charge of the Stores, agreeably to the Report of Survey, and conſider himſelf anſwerable for the ſame, until a Naval Storekeeper ſhall arrive to ſuperſede him, into whoſe charge he ſhall, by another Survey, deliver the Stores, and make up his Store Accounts, as acting Naval Storekeeper, for the time he may have done that Duty.

Charge of Stores.

104.]—The Naval Storekeeper is alſo to take into his charge all Stores conſigned to his Eſtabliſhment from the King's Yards in England, or elſewhere, thoſe purchaſed in the Country, thoſe converted in the Yard, and ſuch as may be returned into ſtore from Ships, or delivered into the Yard on ſalvage, &c.

QUARTERLY DEBTOR AND CREDITOR STORE ACCOUNTS.

Store Accounts.

105.]—The Naval Storekeeper's Store Accounts are to conſiſt of the following Documents and Vouchers, by which he will be charged with and diſcharged of the ſeveral Stores committed to his care. Theſe Documents and Vouchers ſhall be reſpectively marked, "Quarterly Store Accounts," and be otherwiſe properly and ſeparately endorſed, viz.

DEBTOR VOUCHERS AND ACCOUNTS.

1. Clerk's Rough Books of Receipts of Stores:
2. Bills of Lading of Stores received from the Dock Yards in England, or elſewhere:
3. Notes for charging the Naval Storekeeper with Articles after converſion in the Yard:
4. One ſet of the duplicate Receipts for Stores returned from Ships:
5. All other Vouchers which may ſhew that Stores, of any kind, were delivered into the Naval Storekeeper's charge in the quarter, by any other means than thoſe above ſpecified:
6. A general Quarterly Account of Stores received by purchaſe, and returned from Ships: and,
7. An Abſtract of all the Vouchers and Accounts of Stores received in the quarter.

CREDIT VOUCHERS AND ACCOUNTS.

1. Receipts from Officers of His Majeſty's and hired Ships, for Stores iſſued to and charged againſt them in the quarter:
2. Accounts of Stores iſſued for repairing, fitting, or refitting Ships, when the Stores iſſued for ſuch purpoſes are not charged againſt the Officers of the Ships:
3. Notes for the iſſues of Stores of every kind (including coals) for the uſe of the Yard:
4. Notes for Stores iſſued for converſion:
5. Accounts of Stores iſſued for tranſportation to other Yards, or for being ſent to any of His Majeſty's Ships that are not in the Port:
6. Accounts of Stores iſſued in the quarter for any other ſervices, or by any other means than thoſe already ſpecified: and,
7. An Abſtract of all the Vouchers and Accounts of Stores iſſued in the quarter.

From the aforeſaid Debtor and Creditor Accounts is to be made up a Quarterly Store Balance.

Appendix, No. 43.

106.]—In the Receipts and Iſſues of Stores, the following Directions are to be ſcrupulouſly obſerved, that Store Accounts may be rendered regular, clear, and authentic.

Mode of receiving purchaſed Stores.

No purchaſed Stores ſhall be received by leſs than two Clerks, under the inſpection of one Officer, each Clerk keeping a rough Receipt Book, and taking an account therein of each draught of the ſcale of all articles received by weight, the account of each tale of thoſe received by number, the weight and tale of ſuch Stores as are received both by weight and number, and the amount of each meaſurement of articles received by that mode; and they are to take particular care that ſuch Stores be weighed, counted, or meaſured in the moſt correct manner. One Clerk, at leaſt, ſhall attend the deliveries of all Stores brought from England, or elſewhere, ſee them correctly weighed, counted, or meaſured, take an account thereof in like manner, in his rough Receipt Book, at the time they are landed, and total the quantities of each day's receipts.

Appendix, No. 34.

Stores received from England.

The date of each Bill of Lading ſhall be noted in the ſaid rough Receipt Books, with the name of the Ship or Veſſel, and of the Captain, Maſter, or other perſon who may have had charge of the Stores, as well as the place from whence they were brought. When Stores are returned from His Majeſty's Ships, notations are to be made in the rough Receipt Books of the dates of the receipts, with the names of the Ships from which and Officers by whom returned, but the particulars of the Stores need not be entered therein. Every Clerk ſhall put his ſignature to the ſeveral entries and notations which he makes in his own rough Receipt Book; and whenever the receipt of Stores is attended by more than one Clerk, they ſhall alſo reſpectively examine and ſign each others books before they part; but, on no pretence are any entries of receipts to be made in the book of any Clerk whatever, who was not preſent to take an

Bills of Lading.

Stores returned from Ships.

account thereof at the time the Stores were received. The Officer or Officers who attended, ſhall teſtify the ſame in each Clerk's book, at the end of the day's receipt, by ſigning thereto and adding the word "Preſent." And at the end of each rough Receipt Book, a Declaration, according to the annexed form, is to be written and ſubſcribed by all the Clerks who ſhall have attended the receipt of Stores. The ſaid rough Receipt Books are not to be ſent home with the firſt collection of Quarterly Store Accounts, but are to be retained by the Naval Storekeeper to accompany his Quarterly Store Balance, when that is directed to be tranſmitted to corroborate the accounts received, as they contain matter which cannot be obtained from any other ſource, ſhould it happen that both they and the Bills of Lading were to be loſt.

Appendix, No. 35.

Bills of Lading.

107.]—The original Bills of Lading (and not copies thereof) are to be aſſorted, and numbered in the order of time in which the Stores mentioned in them reſpectively were received, and, in that order, attached together for being abſtracted; and thus to become a part of the general Account of Stores received. Should the quantities of any articles, expreſſed in the Bills of Lading, not have been wholly delivered into the Yard, the deficiency is to be noted thereon in red ink, againſt the articles, with the words "Not received." A Liſt of ſuch ſhort deliveries is alſo to be entered at the end of the Bill of Lading, to which the ſignature of the Maſter of the Veſſel, or other perſon charged with the conveyance of the Stores, is to be required as his admiſſion of the fact, with ſuch explanation of the cauſe or cauſes as he may be able to give. Two atteſted copies of every ſuch Liſt muſt be made, one of which is immediately to be tranſmitted to this Office, in order that ſteps may be taken to prevent any loſs being ſuſtained by His Majeſty, on account of ſuch deficiences; and if they ſhould have happened in Stores ſent out in packages, it is to be ſtated, in theſe Liſts, whether the packages appear to have been opened. The other copy of the Liſt is to be kept by the Naval Storekeeper, until called for by this Board; and he is to take notice that he will not be allowed credit on his Store account for non-deliveries, on any Bill of Lading that may not be ſigned as above directed, and alſo by one of the Yard Officers as a witneſs to the ſignature of the perſon allowing the ſhort delivery. In his letter tranſmitting the copy of the Liſt of ſhort deliveries, he is to requeſt the receipt thereof to be acknowledged. The time when the ſaid copy was ſo tranſmitted, and by what conveyance, is to be noted on the original Bill of Lading. In caſe of more Stores of any kind being delivered from a Veſſel than are inſerted in the Bill of Lading, the ſurplus is to be noted in like manner, and a ſeparate account thereof made out and tranſmitted.

Short Deliveries of Stores.

Surplus Deliveries of Stores.

Appendix, No. 37.

108.]—Two Receipts in the annexed form, ſhall be made out for Stores returned from every Ship, ſigned by the Naval Storekeeper, and counterſigned by the Officer returning the Stores; one of which Receipts is to be given to that Officer, and the other to be kept by the Naval Storekeeper, and when the Stores returned are in lieu of others ſupplied, it ſhall be ſo noted. Theſe duplicate Receipts ſhall be numbered progreſſively according to their dates, begining with N° 1 in each quarter. In this order they are to be abſtracted and are to be ſent home, ſecurely attached together, with the rough Receipt Books.

Stores returned from Ships.

Stores converted.

Appendix, No. 36.

109.]—Notes for charging the Naval Storekeeper with articles converted in the Yard are to be made out in duplicate, in the annexed form, and ſigned by the Officer in whoſe department the Stores may have been ſo converted, one of which ſhall be kept by him, and the other ſhall be delivered to the Naval Storekeeper, for charging himſelf with all the articles ſpecified therein: ſimilar Notes in duplicate are to be made out, for enabling the Naval Storekeeper to bring to account other articles of Stores, which it may have been deemed neceſſary or expedient, by ſurveys held thereon, to have removed to a different claſs of articles, from that under which they ſtood charged to him, before ſuch ſurveys. Theſe original Notes are to be ſecurely attached together, arranged according to their reſpective dates, abſtracted in that order, and ſent home by the Naval Storekeeper, as a part of his general Quarterly Account of Stores received.

Stores removed from one claſs to another.

Stores received from different Sources.

110.]—If at any time Stores ſhould be acquired by any means, not herein particularized—ſuch as the diſcovery of Stores at new Eſtabliſhments, not included in the firſt charge—Stores ſaved from the wrecks of Ships, &c.—ſurplus of articles remaining of the Stores iſſued for the repair or refitting of a Ship, &c. &c.—the ſame ſhall be entered in the rough Receipt Books at the time, and proper Vouchers, for charging the Naval Storekeeper with all Stores ſo acquired, are to be ſent home with the reſt of the documents for examining the Store Accounts.

Stores received by Purchaſe.

Appendix, No. 37.

111.]—The general Quarterly Account of Stores received by Purchaſe, and returned from Ships, ſhall be made out in the annexed form, and in the following manner: The total quantities of each day's receipt of purchaſed Stores are to be extracted from the rough Receipt Books, and ſigned by the ſame Clerks that took the account thereof in thoſe books. The account of Stores returned from Ships ſhall be copied from the duplicate receipts, retained by the Naval Storekeeper, with all the notations they contain.

Stores returned from Ships.

General Account of Stores received.

112.]—The before mentioned original Bills of Lading, converſion Notes, and Vouchers, ſpecifying Stores acquired by any means, not herein particularized, being attached together, the account of Stores received by purchaſe, and of Stores returned from Ships, are to be added thereto, ſo as to form collectively, a General Account of all the Stores received in the quarter; to which ſhall be ſubjoined two Certificates, according to the annexed form, one ſigned by the Naval Storekeeper alone, the other by the Maſter Attendant, Maſter Shipwright, and Naval Storekeeper conjointly. If the Documents of the quarter ſhould be too many for all of them to be attached together conveniently, they may be divided into monthly collections, carefully preſerving in each the arrangements before preſcribed.

Appendix, Nos. 38 & 39.

Quarterly Abſtract.

Appendix, No. 40.

113.]—An Abſtract ſhall be made of the articles contained in this General Account of all the Stores received in the quarter, with the exception of ſuch only as cannot, by converſion or uſe, or in any way whatever, be turned to advantage; and, againſt ſuch Stores reſpectively, both

Uſeleſs Stores.

both on the original Voucher, and on any copy thereof tranſmitted, the words "No Value" ſhall be written, that it may be ſeen, on the examination of the Vouchers, why ſuch articles are not charged to the Naval Storekeeper in the Abſtract. The Officer, whoſe Duty it ſhall be to judge of the propriety of omitting to charge ſuch Stores to the Naval Storekeeper, ſhall affix the Initials of his name to the Notation, as a proof of their having been examined by him, and found to be in the ſtate repreſented; without which Notation and Initials, the omiſſion of bringing them into the Abſtract will not be ſanctioned at this Office, but they will be added to it here, and the Naval Storekeeper be charged with them accordingly. A copy of theſe Quarterly Abſtracts ſhall accompany the Store Accounts for examination, and the original Abſtract be kept by the Naval Storekeeper: the total of this Abſtract is to be the ſecond line in the Quarterly Balance.

Stores iſſued.

114.]—When Stores are iſſued to His Majeſty's Ships, or to hired Ships, one ſet of the duplicate Receipts from the Officers, charged with the ſame, ſhall be ſent home, as part of the Naval Storekeeper's Quarterly Account of Stores iſſued; the other ſet is to be regularly tranſmitted every month, as herein before directed, for charging the Officers with the Stores. (Art. 93.)

How to demand Stores for uſe,

115.]—All Stores, required for repairing, fitting, and refitting Ships (the ſame not being charged to the Warrant Officers) for the uſe of the Yard, and alſo for being converted into other articles, ſhall be demanded by a Note, agreeably to the annexed form, ſigned by the Officer who is to direct the expenditure or converſion of the ſame, who is to make an entry thereof in his Office. The original Notes for Stores iſſued for the above purpoſes, arranged according to their dates, and ſecurely attached together, ſhall be ſent home by the Naval Storekeeper, as a part of his general Quarterly Account of Stores iſſued. Appendix, No. 41. and bring them to account.

Stores iſſued for diſtant Yards, or Ships not in Port.

116.]—When Stores are put on board Tranſports, or other Ships or Veſſels, for conveyance to any other of His Majeſty's Yards or Eſtabliſhments, or for any of His Majeſty's Ships at a diſtance, whoſe Officers, not being on the ſpot, cannot ſign receipts for the Stores iſſued, at the time of ſhipping them, the Naval Storekeeper is to make out a general and regular Invoice, or Bill of Lading, of all the Stores he may ſhip on theſe occaſions, which ſhall be ſigned by the perſon under whoſe charge they are to be tranſported; this Bill of Lading will be admitted as a Voucher for giving the Naval Storekeeper credit for the Stores therein ſpecified, provided the Commiſſioner, or Commander in Chief, or ſenior Officer preſent of His Majeſty's Ships, ſhall affix his name at the end thereof, as approving of the Stores being ſo ſent. But, when Stores are ſent in this manner to King's Ships, the Naval Storekeeper ſhall alſo make out a diſtinct Bill of Lading of the Stores intended for each particular Officer, which ſhall accompany the Stores to the reſpective Ships to which they are conſigned (addreſſed to the Captain) as an account of the Stores with which ſuch Officers are charged by the Naval Storekeeper; another diſtinct Liſt of theſe Stores ſhall be made out in the form of a Receipt, and furniſhed by the Naval Storekeeper to the perſon taking charge of the Stores, to be ſigned by the Officers to whom he may deliver them; for, ſhould thoſe Officers, when their accounts are ſtated, not acknowledge to have received ſuch Stores, the perſon who took charge thereof for conveyance, will be called upon to account for the ſame; and the Naval Storekeeper ſhall give him this information, when he ſigns the general Bill of Lading, or Invoice of the Stores put into his charge, as a caution to be particular in getting each Receipt ſigned, on his delivering the Stores out of his charge, and to preſerve the ſame for his own juſtification. Appendix, No. 42.

Stores iſſued for Services not provided for.

117.]—If Stores ſhould be iſſued or expended for any other purpoſes, or by any other means than thoſe already mentioned or alluded to—ſuch as ſupplying Ships not in the Service with Stores, or hired Ships with Stores beyond what may be allowed by the Eſtabliſhment—the Naval Storekeeper is to be careful to procure and tranſmit correct Vouchers, properly ſigned and approved of, for every ſuch expenditure or iſſue, without which he will not be allowed credit for the ſame in his Store Account.

Original Store Vouchers not to be ſent to England without retaining Copies.

118.]—It is particularly directed that no original Store Voucher ſhall be tranſmitted, unleſs it be entered in the rough Receipt Book, or a Copy of it preſerved in the Office of ſome Officer of the Yard, who ſhall certify the ſame on the Voucher by his ſignature under theſe words—"A Copy hereof kept."—At Eſtabliſhments where there is no other Officer than the Naval Storekeeper, he ſhall keep the original Vouchers of every deſcription, and ſend home Copies for examining his Accounts, and when the receipt of them has been acknowledged, he is to ſend the originals.

Quarterly Abſtract.

119.]—The aforeſaid Credit Vouchers are to be abſtracted in the ſame manner as the Debit Vouchers, and in the order in which they have been enumerated; they are then to be ſent home with the Abſtract, and the reſt of the Store Accounts for examination. The total of this Abſtract is to be the fourth line of the Quarterly Balance. All theſe Quarterly Store Accounts, with the Abſtracts, ſhall be made up before the end of the ſecond month after the the expiration of the quarter, and the time of completing them ſhall be noted on the Abſtracts.

Time of completing Store Accounts.

When to make up the Quarterly Store Balance.

120.]—The Quarterly Store Balance is not to be made up until the Abſtracts, &c. have been examined at this Office, and the errors that may be diſcovered therein pointed out to the Naval Storekeeper for being adjuſted; but, within one month from the time he ſhall receive a ſtatement of the errors which may appear in the Abſtracts, he ſhall make up his Quarterly Store Balance, and tranſmit a copy thereof to us, returning with it the ſtatement ſent to him of errors found in the Abſtracts, with ſuch remarks againſt the ſeveral Items as may be neceſſary in explanation, that it may be ſeen by us that the Abſtracts agree with the copies thereof depoſited in this Office. With the ſaid Store Balance, the rough Receipt Books, and the duplicate Receipts for Stores returned from Ships, and all other original Vouchers not before forwarded are to be ſent, and after being compared with ſuch of the

Original Store Vouchers to be ſent to England ultimately.

121. copies

copies as may be found neceſſary, the ſaid original Vouchers, or the copies thereof, will be returned. The Balance will then be examined by the adjuſted Abſtracts, and the former Balance or Survey; and the remains ſo deduced be conſidered as the Naval Storekeeper's firſt charge for the following quarter, unleſs any errors in the operation ſhould be diſcovered, in which caſe they alſo will be pointed out, and he will be directed to alter the Balance accordingly.

How to proceed when the Balances do not agree with the real Remains.

121.]—The Store Accounts ſhall be made up without any regard to the agreement or diſagreement of the Balances with the real Remains; but, on diſcovering that the Account of the Remains of any Article does not agree with the Remains actually in the Magazines, the cauſe ſhall be immediately ſet forth, as circumſtantially as poſſible, in a Certificate, to be ſigned by ſuch Officer or Officers as can atteſt the ſame, which Certificate the Naval Storekeeper is to tranſmit to us by the firſt opportunity, in a letter, propoſing in what way the neceſſary credit or charge ſhall be ſettled on the Store Account.

Weights and Meaſures.

The Officers of the Yard are to be very careful to examine, from time to time, the Weights and Meaſures by which Stores are received and iſſued, for the purpoſe of ſeeing that they are exact.

PURCHASE OF SHIPS FOR HIS MAJESTY'S SERVICE.

Prizes.

122.]—Should it be propoſed by the Commander in Chief of His Majeſty's Ships, to purchaſe into the Service any Prize Ship or Veſſel captured by one of His Majeſty's Ships, the Officers of the Yard ſhall, upon receiving orders for that purpoſe, ſurvey her, and if found fit for the Service, they are to value ſuch Ship or Veſſel, together with her Furniture and Stores, (except the Ordnance Stores, of which they are to take no account) and the Report of Survey and appraiſement, on being approved by the Commiſſioner, is to be tranſmitted for our approbation, and the Naval Storekeeper ſhall, if directed by the Commiſſioner, or, where none ſhall be reſident, by the Commander in Chief or ſenior Officer of His Majeſty's Ships, draw bills upon us for three-fourths of the appraiſed value of ſuch Ship or Veſſel, her Furniture, and Stores, in behalf of ſuch perſon or perſons as may be regularly appointed to act as Agent or Agents for the Captors, upon production of the condemnation of ſuch Prize under the hand and ſeal of the Admiralty Court; and when the Navy Board ſhall have approved of ſuch ſurvey and appraiſement, or, in caſe of diſapproval thereof, ſhall have made ſuch alterations therein as they ſhall conſider neceſſary, they will either agree with the Prize Agent or Agents for the purchaſe of her, and pay in England the remaining part of her value, or authorize the Commiſſioner where there is one, or, where none, the Naval Storekeeper to agree for her on ſuch terms as they may point out, and give bills on us for the remainder of the ſum agreed on; but on no account ſhall any appraiſement of a Prize abroad be conſidered as concluſive, nor ſhall the Naval Storekeeper draw for the remainder of the purchaſe money after the valuation ſhall have been finally acceded to by us, without orders for that purpoſe from this Board, or from the Commiſſioner.

Ships ordered to be purchaſed that are not Prizes.

123.]—When the Commiſſioner, or, where there is no reſident Commiſſioner, the Commander in Chief ſhall order a Veſſel intended for purchaſe, which is not a Prize, to be ſurveyed and valued, the Officers of the Yard ſhall join ſuch Officers of His Majeſty's Ships as the Commander in Chief ſhall order, in taking an exact and careful ſurvey and appraiſement of ſuch Veſſel, her Furniture, and Stores, (with the exception of Ordnance Stores) and tranſmit the particulars thereof to us; a copy of which is to be furniſhed the Commander in Chief, and, in caſe he ſhall purchaſe her for the Service, the Naval Storekeeper ſhall require the owner to deliver up to him her Regiſter, and tranſmit the ſame to us with the Report of Survey. He ſhall alſo endeavour to aſcertain where and when ſhe was built, and every other particular reſpecting her, and ſend us an account thereof, ſo that in caſe it ſhould be thought proper at any future period to ſell her, and the Regiſter could not be produced, no difficulty may ariſe in furniſhing the purchaſer with ſuch a certificate as would entitle him to a Regiſter from the Cuſtom Houſe in England.

The Naval Storekeeper is, in no poſſible caſe, to draw the bills for the purchaſe of a Veſſel under theſe circumſtances, as the Commanding Officer alone is to be accountable for the propriety of the purchaſe, and is to draw the bills in his own name; but all Tenders or other ſmall Veſſels, hired or purchaſed for the temporary Service of the Yard, ſhall be agreed for by the Naval Storekeeper under the ſame Regulations as we have preſcribed with reſpect to the purchaſe of Stores, on receiving orders for that purpoſe from the Commiſſioner, or, where there is none, from the Commander in Chief or ſenior Officer preſent.

Tenders and ſmall Veſſels. (Art. 67.)

Inventories of Stores.

124.]—When any Ship or Veſſel ſhall have been purchaſed, and taken into His Majeſty's Service, the Officers of the Yard ſhall make out diſtinct Inventories of all the Boatſwains and Carpenters Stores on board her, and require thoſe Officers' ſignatures thereto reſpectively, and furniſh each with a copy thereof. A copy of each Inventory ſhall alſo be given to the Commander of ſuch Ship or Veſſel, and another copy tranſmitted to us, in order that the Boatſwain and Carpenter may be made accountable for the Stores delivered into their charge.

Ships purchaſed, not within any Eſtabliſhment.

125.]—If any Ship ſhould be purchaſed for His Majeſty's Service, of a deſcription varying from the eſtabliſhed claſſes of the Navy, the Officers of the Yard are to conſult together, and conjointly to propoſe to the Commiſſioner an Eſtabliſhment of Maſts, Yards, Rigging, Stores, and Men to be furniſhed her, according to the Service for which ſhe may be deſigned.

Quarterly Account of Ships purchaſed to be ſent

Appendix, No. 44.

126.]—An Account ſhall be tranſmitted to us, at the end of each quarter of a year during war, according to the annexed form, of all Ships and Veſſels which may have been purchaſed for His Majeſty's Service in that quarter, diſtinguiſhing prizes from others, and the earlieſt poſſible intelligence ſhall be given us of every Veſſel purchaſed, that may occaſion any new demand for Stores, in order that they may be provided accordingly.

ANNUAL

ANNUAL ESTIMATE
Of EXPENCE for the YARD and SQUADRON.

Ordinary Eſtimate. Appendix, No. 45.

127.]—An Annual Eſtimate ſhall be ſent to this Office, ſo as to arrive in the month of September or October, of the ſum likely to be expended, in the enſuing year, on all Works which may have been ordered to be carried on in the Yard under the head of Ordinary; and alſo an Eſtimate of the whole expence of ſuch additional Works as may be propoſed to be undertaken under that head, ſhewing what part of the ſaid Eſtimate is likely to be expended in the enſuing year, if the Works ſhould be approved by us and ordered to be carried on. Theſe Eſtimates are to ſtate the further particulars contained in the annexed form, in which they are to be made out. Appendix, No. 45.

Appendix, No. 46. Progreſs of Works.

128.]—An Account, agreeably to the annexed form, is to accompany the Ordinary Eſtimate, ſhewing the Progreſs made in the Works or Services for which money was granted in the Eſtimate for the current year, and alſo the Progreſs made in ſuch other Works, &c. as were not provided for in the ſaid Eſtimate.

QUARTERLY AND ANNUAL
EXPENCE FOR THE YARD AND SQUADRON.

Appendix, No. 47. Accounts of Expence.

129.]—An Account, in the annexed form, is to be tranſmitted to us quarterly and annually, ſtating, under the head of Ordinary, the Expence, in ſterling money, incurred in all Buildings and Works carried on in the Yard in each period; and alſo an Account, under the head of Wear and Tear, ſtating the Expence of refitting His Majeſty's Ships and Veſſels, and the value of Stores ſupplied them during thoſe periods. The prices of Stores, ſent from England, are to be aſcertained from the prices inſerted in the bills of lading, of which an average may be formed to ſerve during war, and, after the ceſſation of hoſtilities, another average may be formed to ſerve during peace; but, when the prices cannot be aſcertained by ſuch means, the articles are to be valued according to the beſt judgment which can be formed. An addition of ſeven pounds per cent. in time of peace, and fifteen pounds per cent. in time of war (from the commencement of hoſtilities), is to be made to the before mentioned rates, in order to cover the Expence of freight. Particular attention is at all times to be paid to the prices, mentioned in the bills of lading, againſt Cordage and Canvas, as the prices of thoſe articles are fluctuating, and the conſumption of them conſtitutes ſo great a part of the Expence of Stores for the Navy. How to aſcertain the Value of Stores.

Appendix, No. 47. How to ſtate the Expence on the Head of Ordinary.

130.]—Under the head of Ordinary, the Expence on each of the thirteen articles, mentioned in the annexed form, is to be diſtinguiſhed. The 13th article is to include the Expence of all ſmall Stores iſſued for the general uſe of the Yard, and which cannot be brought to the account of any particular Ship, ſuch as Grindſtones, Chalk, Tallow, Wedges, Treenails, &c.; alſo the wages or earnings of the Foreman of the Yard, Foreman of the Sawyers, Blockmaker, and other Workmen which cannot poſſibly be brought to account in any of the twelve preceding general articles; but the ſalaries of the Officers and Clerks are not to be included in the account of Expence. After theſe thirteen articles of Expence are to be inſerted, diſtinctly and ſeparately, the ſeveral Works and Services on which Expences may have been incurred, and which are either not comprehended within any of thoſe articles, or which, from their magnitude, it may be proper to diſtinguiſh in a particular manner; ſuch as repairs to buildings, when the Expence is conſiderable; but the firſt article is intended to include all common and light Expences of that deſcription.

How to ſtate the Expence on the Head of Wear and Tear. Appendix, No. 47.

131.]—Under the head of Wear and Tear, the Expence incurred on each Ship is to be diſtinguiſhed. If any iſſues of Stores ſhould be ſo circumſtanced that they cannot be charged to the Expence of any particular Ship, their value is to be placed under the head of Fleet. The article for Mooring and Tranſporting Ships is to include the Expences of the whole Fleet on that head of Service, as it might be impoſſible to charge Ships individually with the proper Expence on that head.

RECEIPT AND DISBURSEMENT OF MONEY.

Balance in hand.

132.]—As ſoon as a Naval Storekeeper ſhall enter upon the Duties of his Office, he is to receive and charge himſelf with ſuch Money, belonging to the Public, as may be remaining in the hand of the perſon whom he ſuperſedes, giving a receipt for the ſame.

How to proceed when Money is wanted.

133.]—When there is a neceſſity for taking up Money for the Public Service of the Yard, the Maſter Attendant and Maſter Shipwright ſhall join the Naval Storekeeper in repreſenting by letter to the Commiſſioner, or, where there is no Commiſſioner, to the Commander in Chief or ſenior Officer of His Majeſty's Ships. They are to ſtate the ſum required, and the purpoſe for which it is wanted; and the Naval Storekeeper ſhall alſo ſtate the balance of Caſh in his hands at that time; but it is to be recollected that he is not, at any one time, to have in his hands a greater ſum of Money than the probable amount of the current expences of the Yard for two months, unleſs the rate of exchange ſhould be ſo favourable as to offer an advantage deſerving of attention; in that caſe, he ſhall preſent it to the Commiſſioner, Commander in Chief, or ſenior Officer of His Majeſty's Ships, as the caſe may be, and, with the approbation of either of them ſignified in writing, the Naval Storekeeper may draw for the probable amount of two months further

expenditure, ſo as to have in hand Money ſufficient for four months diſburſements in the whole.

Bills to be offered Public Accountants.

134.]—When the Naval Storekeeper ſhall have received from the Commiſſioner, Commander in Chief, or ſenior Officer of His Majeſty's Ships, authority in writing to draw for any ſum of money, he ſhall immediately ſignify by letter to the Poſtmaſter, Collector of the Cuſtoms, Receiver for Greenwich Hoſpital, or other Officer in the practice of remitting money to England on account of Government, the ſum for which he may be authorized to draw, and offer to each of them, in ſucceſſion, Bills of not leſs than one hundred pounds each, at the governing rate of exchange for the whole, or ſuch part of the ſum required as they may be reſpectively able to furniſh. But, in caſe the whole cannot be procured from any one or all of thoſe Officers, then ſo many days public notice ſhall be given as the Commiſſioner, Commander in Chief, or ſenior Officer may, according to local circumſtances, judge proper to fix, that Bills on us, of not leſs than one hundred pounds each, will be granted to any perſon or perſons who will furniſh the Naval Storekeeper with money at the beſt rate of exchange; and, according to the tenders moſt advantageous for Government, the reſidue of the money required is to be procured; the ſame Regulations ſhall be obſerved, relative to the giving notice of money being wanted, and the receipt of the tenders for furniſhing the ſame, as are hereinbefore preſcribed, in relation to the purchaſe of Stores.

(V. Art. 67.)

Appendix, No. 48. How to draw Bills.

135.]—The Bills are to be drawn out in the annexed form, at thirty days ſight, to be filled up with the names of the real parties furniſhing the money, with the addition of their reſpective occupations; to be approved and ſigned by the Commiſſioner, Commander in Chief, or ſenior Officer of His Majeſty's Ships; and to have the neceſſity of drawing them certified by the Maſter Attendant and Maſter Shipwright. The rate of exchange, with the premium or diſcount at which the Bills were negotiated, are alſo to be expreſſed thereon, and certified by the Collector of the Cuſtoms, as well as by two reſpectable Merchants of the place. Not only the ſum in *Sterling*, muſt be expreſſed in words at length in the Bill, but alſo the full ſum in Currency, *bonâ fide* received, or to be received, for each ſet of Bills drawn.

Government to have the Benefit of the Exchange.

136.]—The Public ſhall always have the benefit of the Exchange or Premium, and the Naval Storekeeper ſhall charge himſelf with the amount of all Bills drawn, both in Sterling and Currency, it being abſolutely forbidden that he ſhall derive any emolument or advantage whatever upon money taken up for the Public Service.

Vouchers neceſſary to be ſent when Bills are drawn.

137.]—The Naval Storekeeper ſhall ſend us a letter of advice, by the firſt opportunity, of all Bills drawn by him, and ſhall tranſmit therewith an atteſted copy of the application made on the ſubject to the Commiſſioner, Commander in Chief, or ſenior Officer, with the ſtatement of his Balance; the original authority given, in conſequence of ſuch application, for drawing the Bill; and the original anſwer or anſwers of the Public Officers to whom the Bills ſhall have been offered in the firſt inſtance (retaining copies in his poſſeſſion); the news-papers containing the advertiſements, or copies of other public notices given, in caſe of the ſaid Officers inability to ſupply the whole ſum wanted, ſhall be alſo tranſmitted, as well as all the original tenders, approved or rejected by the Commiſſioner, Commander in Chief, or ſenior Officer, received upon the occaſion.

How to proceed in drawing Bills when there is no ſuperior Officer on the Spot.

138.]—Where there is no Commiſſioner, Commander in Chief, or ſenior Officer to approve of Bills being drawn, the ſame ſhall be noted on all ſuch as the exigency of the Service may abſolutely require to be drawn; it ſhall alſo be ſtated in the letter of advice, and the reaſons for drawing the Bills fully explained; but, where there is a Commiſſioner, Commander in Chief, or ſenior Officer preſent, no Bill ſhall be drawn without his order and approval.

Further Directions reſpecting drawing Bills, and the Rate of Exchange.

Appendix, No. 49.

Appendix, No. 49.

Appendix, No. 50.

139.]—The Bills drawn in the courſe of each year ſhall be numbered in progreſſion, beginning with No. 1; and no two Bills ſhall be drawn for the ſame ſum on the ſame day. At the end of every year, a Liſt, agreeably to the annexed form, of all the Bills drawn in the courſe of that year, ſhall be tranſmitted to us by the Naval Storekeeper at the foot of which he ſhall ſubſcribe an Affidavit in the annexed form. He ſhall alſo tranſmit to us, monthly, a Statement, agreeably to the annexed form, of the Rate of Exchange, ſhewing its fluctuations in that month; which is to be atteſted by the Collector of the Cuſtoms, and by two of the principal Merchants of the place, and ſhall alſo be ſigned by the Commiſſioner, Commander in Chief, or ſenior Officer, in proof of his being ſatisfied as to its correctneſs.

All Money to be received by the Naval Storekeeper.

140.]—The Naval Storekeeper ſhall alſo receive all Monies accruing from the ſale of old Stores, unſerviceable Wood, Chips, &c. with which he is faithfully to charge himſelf, placing the ſame to the credit of Government in his caſh account, in the ſame manner as Money procured by Bill.

Appendix, No. 51. Caſh Accounts.

141.]—The Naval Storekeeper is to keep his Account of Caſh received, and Diſburſements made, agreeably to the annexed form, and, at the end of each Month, he is to make out a correct Account of all his Receipts and Diſburſements of Money during that month, and balance the Account accordingly, ſubſcribing, at the foot thereof, an Oath in the annexed form. Within ten days after the expiration of each month, he is to deliver the ſaid Account, with regular Bills, atteſted Receipts, and Vouchers for every expence contained therein, to the Commiſſioner, who ſhall minutely examine the ſame; and, if ſatisfied of the propriety and correctneſs of the Account, and validity of the Vouchers, he ſhall certify that he is ſo, at the foot of the Account, and on each of the Vouchers, or ſtate ſuch objections thereto as it ſhall appear to him proper to notice, reporting to us the particulars of the caſe for our directions thereon. After the Monthly Account has been thus examined, the Naval Storekeeper ſhall tranſmit the ſame to us by the firſt opportunity. Where there is no Commiſſioner, the Naval Storekeeper, having completed the Account as above directed, ſhall ſubmit the ſame to the examination of the Commander in Chief or ſenior Officer of His Majeſty's Ships, who may be then preſent, or firſt arrive after its completion, who will,

Appendix No. 52. How the Naval Storekeeper is to proceed with reſpect to them where there is a Commiſſioner.

Where there is no Commiſſioner.

quarterly,

arterly, or oftener if he think proper, cauſe the ſame to be examined by Officers ſelected him for that purpoſe.

142.]—The Naval Storekeeper ſhall regularly prepare a Monthly Pay Liſt, agreeably to the annexed form, of all Officers and other perſons (excepting the Commiſſioner and himſelf) employed in the Yard, whether on the Eſtabliſhment or hired, as well as of all ſuch perſons as may be borne on the Hulk, or other Ships and Veſſels not in Commiſſion. The names of the white perſons ſhall be inſerted firſt, according to their claſſes; then ſhall follow thoſe of the black Workmen on the Eſtabliſhment, in their claſſes; the names of the extra Workmen arranged in the ſame manner, ſhall come laſt, diſtinct from the reſt. When the Workmen ſhall have been employed on board any of His Majeſty's Ships, the names of the Ships, and the number of days, and extra time reduced into days, for which they were employed on board each, ſhall be inſerted in the Pay Liſt and Certificates, according to the annexed form, ſigned by the Captains and other ſucceſſive Officers of the reſpective Ships, that the men were ſo employed for ſuch time, ſhall be obtained and attached to the ſaid Liſt. The whole number of days, and extra time reduced into days, which each Workman has been employed during the month, with the rate of pay per diem, and the total ſum due to each perſon, both in ſterling and currency, ſhall alſo be inſerted. At the end of each month the Naval Storekeeper, under the controul of the Commiſſioner, and in preſence of the Maſter Attendant and Maſter Shipwright, ſhall pay all the perſons included in the ſaid Pay Liſts, each ſigning his name as an acknowledgement of the receipt of his wages. The Maſters of black Workmen (who are Slaves), or their Attornies, only ſhall receive their wages, firſt taking and ſigning, at the foot of the Pay Liſt, an Oath according to the annexed form. The Maſter Attendant and Maſter Shipwright ſhall certify that the perſons were employed the time ſpecified againſt their reſpective names, and were paid in their preſence, and alſo that the wages paid to the extra Workmen, who may have been employed at the loweſt at which ſuch perſons could be hired; that they were engaged by the authority of the Commiſſioner or Commander in Chief (as the caſe may be); and were abſolutely neceſſary for carrying on the Service of the Yard. The Monthly Pay Liſt, thus atteſted, ſhall be tranſmitted to this Office, by the firſt opportunity after the payment of the Yard has taken place.

Monthly Pay Liſt of Officers and Workmen to be prepared.

Appendix, No. 53.

Appendix, No. 54.

Officers and Workmen to be paid monthly.

Slaves.

Appendix, No. 55.

Appendix, Nos. 56 & 57.

143.]—No Eraſure ſhall be made in the Muſter Book or Pay Liſts, but whenever an error ſhall have been diſcovered, the pen is to be run through it, and the correct words or figures inſerted over it in red ink.

Erafures not to be made in Muſter Books and Pay Liſts.

144.]—As the Artificers, ſent from England, are not to be obliged to continue abroad longer than three years, reckoning from the time of their embarkation, and, as an encouragement for conducting themſelves well, are to be allowed each an apprentice on their return, the Officers ſhall furniſh them on their quitting the Yard, if they merit that indulgence, with a Certificate to that effect, according to the annexed form. If, however, they ſhould deſire to remain abroad after the expiration of the three years, they ſhall be paid ſixpence per day each, in addition to their pay in the Yard, in lieu of the apprentice which they would then be entitled to at home, and which apprentice they will be allowed when they do return to England, provided they continue to conduct themſelves with propriety.

Workmen ſent from England.

Appendix, No. 58.

145.]—Thoſe Workmen who are ſent out from England being allowed, under the denomination of Monthly Home Pay, thirty-two ſhillings per month (in addition to their pay in the Yard abroad), to commence from the day of their embarkation, and to be continued until their return to England or leaving the Service, which is to be paid to the men on the ſpot or to their attornies at home, at the option of the parties; a Liſt, according to the annexed form, of the men entitled thereto, ſhall be ſent to us monthly, in which thoſe who are paid in the Country on the Yard Pay Liſt, ſhall be diſtinguiſhed from thoſe who have given powers of attorney for its being received in England.

Monthly Home Pay.

Appendix, No. 59.

146.]—The eſtabliſhed and hired Workmen of the Yard, whether white men or Negroes, ſhall, in addition to the daily pay which they may be allowed, be borne for Victuals at whole allowance, of all ſpecies, on the books of the Yard, unleſs a compenſation may be ordered to be made in lieu thereof; and when proviſions ſhall be allowed to the Workmen, the Naval Storekeeper ſhall, from time to time, make demands for ſuch ſupplies thereof from the Agent Victualler as may be neceſſary, and iſſue the ſame accordingly. The demands are to be approved by the Commiſſioner, where there is one, and, where none, to be made in conjunction with the Maſter Attendant; and the Naval Storekeeper ſhall annually tranſmit Victualling Books, agreeably to the annexed form, and ſuch other documents as may be required for paſſing his accounts at the Victualling Office.

Victualling the Workmen

Appendix, No. 60.

147.]—The Naval Storekeeper ſhall pay to the Officers of the Yard ſuch yearly allowance for Stationary, as may be eſtabliſhed by this Board.

Allowance for Stationary.

148.]—In the event of the Naval Storekeeper being removed from his ſituation, the Public Money, remaining in his charge, ſhall be delivered into the hands of his ſucceſſor, if on the ſpot, otherwiſe into the hands of ſuch perſon as the Commiſſioner, or the Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent ſhall direct, who is to give two Receipts for the ſame, witneſſed by the other Officers of the Yard, in whoſe preſence the Money is to be transferred; one of the Receipts is to be immediately tranſmitted to this Office, and the other delivered to the former Naval Storekeeper, or his repreſentative.

How Money in hand is to be diſpoſed of on the Removal of a Storekeeper.

RECORDS AND RETURNS.

149.]—Four Official Books ſhall be kept in the Naval Storekeeper's Office, in which ſhall be entered the following Records, viz.

Entry Books of Orders and Letters to be kept.

1. Orders, Warrants, and Letters received from us:

2. Orders, Warrants, and Letters received from the Commiſſioner, or Commander in Chief, or ſenior Officer of His Majeſty's Ships:

3. Letters and Reports, jointly written and tranſmitted to us, from the Officers of the Yard:

4. Letters and Reports jointly written and tranſmitted to the Commiſſioner, Commander in Chief, or ſenior Officer, in order that reference may at any time be had to every Order which may have been received, or correſpondence which may have taken place.

Theſe Books ſhall be delivered by the Naval Storekeeper, in caſe of his being ſuperſeded, to his ſucceſſor, who ſhall give him a receipt for them, or in caſe of the removal of the Naval Storekeeper from the Yard, before the arrival of his ſucceſſor, the firſt Clerk in his Office ſhall take charge of thoſe Books, give a receipt for the ſame, and deliver them to the newly-appointed Naval Storekeeper on his arrival, taking his receipt for the ſame.

In addition to the before-mentioned Books, each Officer ſhall keep four other Books, and enter therein the Orders, Warrants, Letters, and Reports received or written by himſelf, and alſo ſuch parts of thoſe which may jointly be received or written, that may apply to his individual Duty, keeping each deſcription of Orders, &c. ſeparate and diſtinct, in the manner before mentioned. All the original Orders, Warrants, and Letters, whether addreſſed to the Officers jointly or individually, ſhall be ultimately depoſited in the Office of the Naval Storekeeper, who ſhall be reſponſible for their due preſervation.

Original Orders, &c. to be depoſited in the Naval Storekeeper's Office.

Inſtructions and Standing Orders.

150.]—The Naval Storekeeper ſhall keep in his Office a duplicate of theſe Inſtructions, interleaved with a ſufficient quantity of blank paper, for abſtracting, under their proper heads, ſuch additional Inſtructions or Standing Orders, whether general or addreſſed to individual Officers, as may from time to time be received from us (noting their dates), in order that the Code of Inſtructions may be kept complete for general reference, the whole of which ſhall be read at the end of every ſix months, in the preſence of all the Officers, and a notation to that effect ſhall be made in the Progreſs for the month in which it took place. The Naval Storekeeper ſhall then make out Abſtracts of all the Inſtructions that may have been thus added to the Book during the preceding half year, which is to be ſigned by all the Officers, and tranſmitted to us by the firſt opportunity, in order that we may be ſatisfied that a regular Digeſt thereof has been made, and for which the Naval Storekeeper ſhall be reſponſible.

Preſervation of Official Records.

151.]—No Officer ſhall deſtroy or take away with him any of the Public Records of his Office; therefore, on the death or removal of any one of the Officers, the remaining Officers are immediately to examine and report to us whether he appears to have left in his Office the whole of the Official Records belonging thereto. Where there may be only a Naval Storekeeper eſtabliſhed at the Yard, the chief Clerk in his Office is, in either of the foregoing events, to comply with this Regulation. The ſucceſſor ſhall alſo ſend a report to the ſame effect, and likewiſe a ſchedule of the Official Records which he has received into his charge.

All Orders and Letters to paſs through the Commiſſioner's Hands.

152.]—All Orders, Warrants, and Letters from this Board, will be ſent, under cover, to the Commiſſioner, who, on receiving any, ſhall ſummon the reſpective Officers of the Yard to his Office, where he is to cauſe the ſame to be read to them, that ſuch diſcuſſion may immediately take place as the purport of the Orders, &c. may require; and in order that no Officer may plead ignorance thereof, each ſhall ſign his initials to ſuch as relate to his particular Department. All official Letters and Reports from the Officers to this Board, ſhall likewiſe be delivered, unſealed, to the Commiſſioner, and be tranſmitted by him, that he may have complete knowledge of all the concerns and proceedings of the Eſtabliſhment: and he ſhall ſign his initials on all ſuch Letters and Reports, to ſhew that he has ſeen them, making ſuch obſervations thereon as he may judge neceſſary.

Dates of Orders and Letters to be quoted when referred to.

Perſons addreſſing the Admiralty or Navy Boards to deſcribe themſelves.

153.]—Whenever the Commiſſioner or Officers of the Yard ſhall have occaſion, in Letters to us, to allude to any of our Letters or Warrants, the dates thereof ſhall be invariably quoted, and the diſtinction between Letters and Warrants preſerved. And all perſons belonging to the Eſtabliſhment, having occaſion to addreſs the Admiralty or this Board, are to add to their ſignatures the Offices they hold, or the quality in which they make their addreſs.

Abſtracts to be ſent of Orders received.

Appendix, No. 61.

Appendix, No. 62.

Orders unexecuted.

Appendix, No. 63.

Letters unanſwered.

154.]—The Officers ſhall tranſmit to us, at the expiration of each month, an Abſtract, agreeably to the annexed form, of all Letters and Warrants received from us in the courſe of that month; and alſo an Abſtract, agreeably to the annexed form, of all Orders or Letters received from us, which remain unexecuted or unanſwered, as well as another Abſtract, agreeably to the annexed form, of Letters to us, which have not been anſwered.

Periodical Accounts and Returns to be tranſmitted,

155.]—The Periodical Accounts and Returns, enumerated in the Appendix, ſhall, without fail, be ſent home, accompanied with a Liſt thereof, by the firſt proper opportunity that offers after the expiration of the time preſcribed for their being completed, addreſſed to our Secretary. And it is to be obſerved, that they are to be regularly tranſmitted, whether any circumſtances have occurred to make it neceſſary to fill up the columns therein or not, that we may be ſatisfied that theſe directions have not been neglected; and upon all ſuch blank Returns ſhall be written the following words:—"No occaſion has ariſen for filling up the columns in this Return."—And it is to be obſerved, that, ſhould any Accounts or Returns be in arrear more than one month after the period at which they ought to be received at this Office, particular enquiry will be made into the cauſe thereof, and if it ſhould appear to us that their non-arrival originated from inattention or neglect, the moſt ſerious notice will be taken thereof, and the circumſtance repreſented to the Lords Commiſſioners of the Admiralty.

and Notice given by what Conveyance.

156.]—The Officers are to acquaint us by what Conveyance they have tranſmitted their Accounts and Returns, and to deſire the perſons into whoſe charge they may deliver them,

to

to forward them to us on their arrival at any Port in Great Britain, by the firſt proper opportunity; or, ſhould there be a Naval Storekeeper or Collector of the Cuſtoms at ſuch Port to deliver them into his hands for the purpoſe of being forthwith tranſmitted to us.

157.]—Duplicates of all Letters written to us ſhall be regularly tranſmitted by the firſt opportunity after the tranſmiſſion of the originals; but it is not expected that Duplicates of any Returns, Accounts, or Documents, ſhould be ſent, except thoſe which are particularly preſcribed. If, however, there ſhall be reaſon to ſuppoſe that the Ships or Veſſels in which Returns or Accounts may have been ſent, have been captured or loſt, correct copies thereof ſhall be tranſmitted by the firſt opportunity, and on the outſide ſhall be written the following words:—"A correct Copy of the Original, ſent by" (*inſerting the Ship's name, and time of her ſailing*). If circumſtances ſhould have occurred to render it adviſeable to make any alterations in demands for Stores, after the tranſmiſſion of an original Quarterly Return, ſuppoſed to have miſcarried (whether the wants may have been increaſed or diminiſhed) an account of the ſpecies, denominations, and quantities of ſuch Articles ſhall accompany the copy; and it is to be pointed out, by letter, whether ſuch an account of alterations in the demands be tranſmitted or not.

Duplicates of Letter to be ſent,

but not of Returns and Accounts,

except when ſuppoſed to be loſt.

How to proceed when Duplicates of Quarterly Demands for Stores are ſent.

158.]—All other Packets ſent to this Board are likewiſe to be addreſſed to our Secretary; and the ſeveral Letters and Returns are to be put under ſeparate covers, the corners of which are to be marked reſpectively—"Committee of Correſpondence"—"Committee of Accounts"—"Committee of Stores"—in conformity to their contents, that they may be referred to the proper Committee accordingly.

How Packets and Returns are to be addreſſed.

159.]—Beneath the titles of all Accounts and Returns ſhall be inſerted the number of the article of theſe inſtructions, or, the dates of the orders which preſcribe their form, nature, contents, and time of compoſition, and at the foot of each ſhall be written (if it ſhould not be printed) the Office to which they reſpectively relate, according to the notations in the Appendix.

Further Directions reſpecting Accounts and Returns.

160.]—The Officers ſhall each of them ſign the Accounts and Reports relating to their reſpective departments, and alſo, all others in which it may be their Duty to join, previouſly to their tranſmiſſion to us; and, if any Officer ſhould ſee cauſe for declining to ſign any ſuch Accounts or Reports, he ſhall ſtate the ſame on the face thereof. The Maſter Attendant and Maſter Shipwright are reſpectively to furniſh the Naval Storekeeper with every information that may be requiſite towards making up thoſe returns and to afford him every aſſiſtance in their power in completing the ſame.

Accounts and Reports to be ſigned.

161.]—The Naval Storekeeper is to tranſmit to us quarterly, an Account of the remains of all Printed Forms in ſtore, and a demand for ſuch as may be wanted agreeably to the annexed form, and as an allowance is made to the reſpective Officers for Stationary, it is ſtrictly enjoined that they do not ſuffer any of the Printed Form Paper, with which they are furniſhed, to be unneceſſarily expended or applied to any other purpoſe than that for which it is intended by Government; and a ſtrong prohibition to this effect is to be hung up in the reſpective Offices.

Appendix, No. 64. Printed Forms and Stationary.

162.]—It is expected that every perſon employed in the Yard, whatever be his rank or ſtation, do ſhow an intereſt for His Majeſty's Service, and exert himſelf to fulfil not only the letter, but the ſpirit of theſe inſtructions; and, as in a concern of ſo extenſive a nature as that of one of His Majeſty's Yards abroad, ſo far removed from our immediate controul, circumſtances may occur, for which no ſpecific inſtructions can previouſly be prepared, it is incumbent upon every one, in ſuch caſes, to employ all diligence and alacrity to promote the welfare of the Public Service to the utmoſt of his power; and ſuch zeal and activity in the performance of his Duty cannot fail to entitle him to proper attention and encouragement, whereas a contrary line of conduct or a failure in complying with theſe inſtructions, will certainly enſure his diſmiſſal from his ſituation, with ſuch other puniſhment as the caſe may require.

Injunction for the Diſcharge of Duty.

SUPPLEMENTARY INSTRUCTIONS:

HALIFAX.

During War a partial demand ſhall be made, if neceſſary, in June or early in July, in every year, for ſuch Stores as may be particularly wanted to be ſent out to Halifax in the enſuing autumn, in addition to thoſe demanded in the quarterly Return due in March; obſerving that the ſame attention is to be paid to the making up and diſpatching of the quarterly Account of the 30th June; and the ſame ſpecies and quantities of Stores are to be demanded therein as if the aforeſaid partial demand had not been made.

MADRAS AND BOMBAY.

1. The Naval Officers at Madras and Bombay are to draw Bills for money at ninety days ſight, inſtead of thirty days, as required by the 135th Article of the General Inſtructions:

2. The Naval Storekeepers at Bombay and Madras are alſo to inform each other whenever there are Stores, in their reſpective magazines, not wanted, or not likely to be brought into uſe in due time; and if any Stores which can be ſpared at the one Eſtabliſhment, ſhould be wanted at the other, application ſhall be made to the Commander in Chief or ſenior Officer of His Majeſty's Ships to order them to be removed accordingly, as opportunities may offer.

3. The Naval Officers at Bombay and Madras are not to conſider the 69th Article of the General Inſtructions as applying to them.

INSTRUCTIONS

For the Naval Storekeepers at His Majesty's Foreign Yards.

BY the Principal Officers and Commissioners of His Majesty's Navy.

1.

Attendance.

YOU are to be constant in your Attendance in the Yard to which you are appointed, in order to be at all times ready to execute the several Duties of your Office, and to obey such directions as you may receive from the resident Commissioner, without whose permission you are never to be absent.

Answerable for the Conduct of Inferiors.

2.]—You are to consider yourself answerable for the conduct of all persons employed in your Department, and for the proper and economical execution of all business carrying on in your line of duty in the Yard, taking care that all under your Inspection be advantageously disposed of, and that they be kept constantly at work, and perform the Duties required of them with propriety and expedition.

Storehouse Labourers, &c. to be examined before Entry.

3.]—You are to examine all persons intended to be employed as Labourers in the Storehouses, as Warders, or Watchmen in the Yard, or in any other capacity under your immediate superintendance; taking particular care to be satisfied that they are in all respects fit for such employments, before you propose them for being entered.

Absentees to be checked.

4.]—The Officers being directed to report to you the lost time of each Man, in their respective Departments, you are to keep a correct Account of the same, and also of the lost time of every other person belonging to the Yard, that may come to your knowledge, in order that he may be checked of his Provisions, as well as mulcted of such proportion of his Pay as shall be deemed just.

C
are of the Storehouses.

5.]—All the Storehouses, and also the Sheds and other Inclosures for the stowage of Timber, &c. are to be considered under your charge, and you are to take care that such of them as are under Lock and Key, be kept open only while the service shall require it, and you are also to cause the said Storehouses, &c. of every description to be locked up five minutes before the Bell rings for the people to leave off Work, and the Keys to be regularly lodged with you.

Charge of the Stores.

6.]—You are to receive into your charge all Store of every description, as well manufactured articles as raw materials, that may be sent or delivered for the use of the Yard; whether by contract or otherwise, and to stow them in suitable places of safety, according to their respective Qualities, so that they may not decay, nor be wasted or embezzled; observing however, that all Masts, Yards, Timber, and Wood of every denomination, whether rough or converted, new or old, although to be considered in your charge, are to be stowed in such places and in such manner as the Master Shipwright shall think fit.

Charge of Slops, &c.

7.]—You are to take into your charge all Slop Clothes, Beds, and Marine clothing sent from England or elsewhere; giving separate receipts in Duplicate, for each of the three species, to the Master of the Vessel or other person who may deliver the same. In case of any difference being found between the quantity actually delivered and that stated in the Invoice or Letter of Advice, it is to be carefully noted upon the receipt, and the signature of the said Master or other person is to be required to such notation as his admission of the fact.

Ditto.

8.]—You are to receive and charge yourself with all serviceable Slops and Beds, whether loose, or in bales or cases, ordered to be returned from His Majesty's Ships, giving proper Receipts for the same.

In what cases Slops, &c. may be purchased.

9.]—In case of real necessity for purchasing Slops or Beds, you are to represent the same to the Commissioner, or, if there shall be no resident Commissioner, to the Commander in Chief or senior Officer of His Majesty's Ships present, and on receiving his order in writing, specifying the quantity of each species of Slops and Beds to be purchased, you are to give public Notice to receive tenders, and make the best agreement that may be practicable for such Slops or Beds, under the same Regulations as are prescribed in the general Instructions in relation to the purchase of Stores; and similar Vouchers, consisting of the order for the purchase, the notices given, the tenders received, and Bills of Parcels specifying the particulars, rate, and amount of the Articles, with attested receipts for the payment thereof, shall be transmitted to this Office the first opportunity.

(Vide Art. 67.)

How to proceed with respect to decayed Slops, &c.

10.]—You are to receive such damaged or decayed Slop Clothes and Beds, as may be brought to the Yard from any of His Majesty's Ships or Vessels, after being condemned by regular survey, of which a report specifying the original prices of the several Articles is to be delivered to you therewith; and you are to grant Receipts for the same accordingly.

Ditto.

11.]—These Slop Clothes and Beds are to be disposed of by Public Sale, in the same manner as the other old condemned stores; on which head, full regulations have already been given for your proceeding in the general instructions. You are to observe, however, that the account of the sale of old Slops and Beds is to be kept distinct from that of other old stores to be made out in the annexed forms, and transmitted as soon after the sale as possible, to the Storekeeper and Accountant of Slops at this Office, remitting to him the amount at the same time.

Articles 99, 100, 101, and 102.

Appendix, Nos. 32, and 33.

Issue of Slops and Beds.

12.]—You are to issue such Slop Clothes and Beds as may be wanted, from time to time, for the companies of His Majesty's ships and vessels on the production of demands, signed by the respective Pursers, countersigned by the Captain or Commanding Officer, and approved

proved by the Commiſſioner, Commander in Chief, or ſenior Captain preſent; taking care that the proportion thereof eſtabliſhed for each ſhip and veſſel be not exceeded; and, for your guidance on this head, the demands are always to expreſs the remains actually on board. Appendix, Nos. 66, and 67.

13.]—You are to take duplicate and diſtinct Receipts, for all Slops and Beds iſſued; the quality of the perſon ſigning them is always to be added to his ſignature, as alſo the name of the Purſer (or Commander, where there is no Purſer) of the ſhip or veſſel to which they are ſupplied; and theſe Receipts are to be ſent home with the reſpective quarterly accounts. Receipts to be taken.

14.]—You are to furniſh a regular Invoice under your hand, of all Slop Clothes and Beds ſo ſupplied, ſtating the prices of each article, in order that they may be correctly charged on the ſhip's books, when iſſued to the men. Invoices to be ſent.

15.]—You are to ſupply Marine Clothing to His Majeſty's Ships and Veſſels, upon regular demands being made for the ſame, in Duplicate, ſigned by the reſpective Captains and Commanding Marine Officers, and approved alſo by the Commiſſioner, Commander in Chief, or ſenior Captain. The Marine Officer who may be ſent to the Yard to take charge of the Clothing is to ſign Receipts for the ſame, at the foot of the demands, which are to be ſent home, quarterly, with the reſpective accounts of Receipts and Iſſues. Iſſue of Marine Clothing.

16.]—You are to take care that the Slops, Beds, and Marine Clothing, which ſhall have been the longeſt in ſtore be firſt iſſued, excepting, however, thoſe returned from Ships, which are to be re-iſſued prior to all others. Iſſue of Slops and Marine Cloathing.

17.]—Whereas the Slop Clothes provided for His Majeſty's Naval Service are packed in Bales of two ſizes, for the convenience of ſupplying the Small Bales to the Smaller claſſes of Ships and Veſſels, you are not to open any Bales to take from them ſmall quantities of Slops, but you are to iſſue them whole, except to Veſſels whoſe crews are ſo few in number as not to need whole Bales of even the Small kind, in which Caſe you are to ſupply ſuch proportion of Slop Clothes as may be required, and can be iſſued on board, without danger of their being ſpoiled, before being wanted for the men's uſe. Iſſue of ſmall quantities of Slops.

18.]—You are to acquaint the Purſers and other perſons to whom you iſſue Beds, that on returning into ſtore any of the Hair Beds which may have been iſſued on board, the men will be allowed at the rate of 12*d.* per pound, for the ſerviceable Hair, which you are to pay accordingly, and to diſpoſe of ſuch Hair as you may be from time to time directed. Hair Beds.

19.]—You are to give Receipts to Purſers and other perſons having charge of Slops, for all Wrappers and Caſes which they may return, being careful, however, not to give credit for any Wrappers unleſs complete; but with reſpect to Caſes, the lids alone, containing the marks, are ſufficient. Wrappers and Caſes.

20.]—You are to tranſmit to this Office, at the expiration of each month, an Account in the form annexed, of the quantity of Slops received and iſſued in the courſe of that month, ſhewing the remains and ſtating the quantity required to complete the ſtore eſtabliſhment, as well as what the probable wants of the ſquadron may require to be ſent out in addition thereto. Appendix, No. 68. Monthly Accounts of Slops.

21.]—You are to tranſmit Accounts, agreeably to the form annexed, made up to the 31ſt March, 30th June, 30th September, and 31ſt December, ſtating all receipts and iſſues of Slop Clothes and Beds in each of thoſe Quarters, diſtinguiſhing ſuch as may have been purchaſed; and, at the ſame time you are to ſend a ſeparate Account, agreeably to the annexed form, of all receipts and iſſues of Marine Clothing for the ſame periods; each Account accompanied by one ſet of the vouchers neceſſary for authenticating the ſame; and Duplicates of both theſe Quarterly Accounts are to be regularly made out, and forwarded with another ſet of their reſpective vouchers, by the next opportunity after the tranſmiſſion of the firſt. To the ſaid Account of Marine Clothing is to be added a demand for ſuch articles thereof as may be wanted. Appendix, No. 69. Quarterly Accounts of Slops and Beds, Appendix, No. 70, and Marine Clothing.

22.]—You are to tranſmit an Annual Account Current, agreeably to the form annexed, made up to the 31ſt December, of all the Slops received and iſſued in the year, ſhewing the remains at the expiration of it, ſpecifying the value as well as the quantity, and diſtinguiſhing ſuch as may have been purchaſed. Appendix, No. 71. Annual Accounts of Slops.

23.]—As ſoon as any Orders, Warrants, &c. addreſſed by us to the Officers of the Yard, ſhall be conſigned to your care, you are to take copies of them, as preſcribed in the general Inſtructions, noting on the top of each the exact time of your receiving it; you are likewiſe to take copies of all Letters and Repreſentations ſent by the Officers to us, and of all Contracts and Bargains which may be made. Orders, Letters, Contracts, &c.

24.]—You are to keep a Minute Book or Index, ſo formed as to give immediate reference to every ſuch Order, Warrant, Letter, and Contract, that they may be conſulted with the greateſt facility whenever occaſion requires. Minute Book.

25.]—You are, with the approval of the Commiſſioner, Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent, to pay Bounty Money, according to the lateſt Royal Proclamation on that head, to ſuch Seamen as may voluntarily have entered to ſerve in His Majeſty's Ships or Veſſels, upon regular liſts, agreeably to the annexed form, being delivered to you for that purpoſe; but you are to obſerve, that boys diſcharged from the claſſes to which they belong to the books of their own or other Ships, are not entitled to Bounty. All ſuch payments are to be made to the parties only, in the preſence of, and to be atteſted by the Captain and other ſigning Officers of the reſpective Ships and Veſſels. Bounty. Appendix, No. 72.

26.]—You are to pay ſuch ſums as may be eſtabliſhed, from time to time, for the apprehenſion of Stragglers or Deſerters from His Majeſty's Ships or Veſſels, upon the production of Appendix, No. 73. Deſerters and Stragglers.

of regular certificates thereof, ſigned by the reſpective Commanders: theſe ſums you are to charge in your Muſter Books, againſt the names of the perſons apprehended, in order to prevent any loſs to Government in caſe of the charge being omitted in any of the Muſter Books made out on board; ſhould a Straggler or Deſerter be brought in during the abſence of his Ship, you are nevertheleſs, with the approbation of the Commiſſioner, to pay for his apprehenſion, upon his being ſatisfactorily identified, you are to ſee him properly ſecured in the Military guard-houſe or neareſt priſon, and take the firſt opportunity of ſending him on board of any other of His Majeſty's Ships.

Pilotage.

27.]—You are to pay ſuch Pilots as may have been employed in piloting His Majeſty's Ships on your Station, according to ſuch rates of pilotage as may be eſtabliſhed, on their producing regular certificates from the reſpective Captains, approved by the Commiſſioner, Commander in Chief, or ſenior Officer of his Majeſty's Ships preſent; but you are in no caſe to pay Maſters of the Navy who may have piloted any of His Majeſty's Ships, as the certificates granted to them for all ſuch ſervices are invariably to be ſent to this Office for payment.

Contingencies of Commander in Chief

28.]—You are not to introduce into your accounts any expence of the Commander in Chief, or ſenior Officer of His Majeſty's Ships, for houſe rent, poſtage, ſtationary, or other articles, nor are you to pay for his expreſſes or law charges; all theſe being contingent expences, to be ſubmitted by him for allowance at home.

Printed Forms.

29.]—You are to have charge of the Muſter Paper, Tickets, Convoy Inſtructions, and other Printed Forms for the uſe of His Majeſty's Ships and Veſſels, which you are to ſupply to their Captains or Commanders, on demands, ſigned by them, and approved by the Commiſſioner, Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent: and you are to report to him if you ſhould diſcover any impropriety or extravagance therein.

How to diſpoſe of Books, Packages, &c.

30.]—You are to take charge of all Books, Packets, and Packages, addreſſed to us, or any other public boards on Naval ſervice, which may be brought to your Office from any of His Majeſty's Ships or Veſſels, for which you are to give receipts; and you are to forward all ſuch Books, &c. by the firſt ſafe opportunity. You are to note the time they were received into your Office, when forwarded, and by what conveyance, in a Book which you are to keep for that purpoſe. At the end of each month you are to tranſmit an Account, agreeably to the annexed form, of all Ships' Muſter Books, &c. received by you during that month, diſtinguiſhing ſuch of them as ſhall have been forwarded to us; and, at the end of each quarter of a year, you are alſo to tranſmit an Account, agreeably to the form annexed, of ſuch Boatſwains' and Carpenters' Books and Papers as were received by you during that quarter, diſtinguiſhing, as above, ſuch of them as ſhall have been ſent to us; and, if there be no Commiſſioner, you are occaſionally to remind the reſpective Captains of the neceſſity of their being punctual in ſending home their Books; and when you may have reaſon to believe that Books are due from any Ships that may happen to be in Port, you are to inform the reſpective Captains when opportunities offer for ſending them to England; and notice (tending to guard the Warrant Officers againſt the inconvenience that may ariſe to them from not tranſmitting regularly their Books and Papers) is to be conſtantly hung up in the moſt conſpicuous part of your Office.

Appendix, No. 77. Muſter Books. Appendix, No. 78.

Muſter Books.

31.]—On the firſt arrival of any of His Majeſty's Ships and Veſſels within your check, you are to require from the reſpective Captains, Commanders, or commanding Officers, correct Muſter Books of the Officers and Ship's Company then actually borne, with their numbers, entries, and ratings ſigned by themſelves and the other ſigning Officers. If any Commander, or commanding Officer ſhould refuſe or delay to furniſh you with ſuch Books, you are to report the circumſtance to the Commiſſioner, or, if there ſhould be no Commiſſioner reſident, to the Commander in Chief or ſenior Officer of His Majeſty's Ships, and if he ſhould decline to give proper directions thereon, you are to report the circumſtance to this Board.

Muſtering Ships.

32.]—You are to muſter at uncertain times, but at leaſt once in every week, the Companies (including Marines) of every Ship and Veſſel during her continuance in Port, or in the vicinity thereof, marking faithfully upon the Muſter Book the perſons preſent, and thoſe abſent at each Muſter, giving a letter, according to the practice of the Navy, to the former, and putting a croſs (+) againſt the name of each perſon abſent, without leave. If any perſon ſhould be abſent without leave, at three ſucceſſive Muſters, you are to mark him with an R, as run, and to note againſt his name the day he left the Ship. All perſons found to have been abſent on leave, for more than one day, ſhall have a mark thus (✓) ſet againſt their names, and be checked of their proviſions, from the time of their leaving the ſhip. Thoſe abſent on leave one day only, or on duty, are not to be checked, but two Liſts of their names ſigned by the commanding Officer, are to be delivered to you, diſtinguiſhing thoſe on leave from thoſe on duty, one of which Liſts you are to deliver weekly, to the Commiſſioner, to be by him ſent to the Commander in Chief or commanding Officer preſent, and the other you are to keep in your own poſſeſſion, as your voucher for not checking theſe perſons of their proviſions although abſent at the time of Muſter. Againſt the names of men at the Hoſpital or Sick Quarters, ſhall be placed ſs, with the date of their leaving the Ship, and to be continued ſo noted until their return, or until they ſhall be otherwiſe accounted for by the Agent of the Hoſpital. If the Captain or any other Officer or perſon be abſent on leave, you are to enquire for what time and by whoſe authority ſuch leave has been granted, and to note the ſame in your Muſter Books.

Appendix, No. 74.

You are to ſend a monthly account of Ships muſtered, agreeably to the annexed form.

Entering Officers.

33.]—Captains and Lieutenants appointed to ſhips, on their being firſt commiſſioned, ſhall be entered from the dates of their reſpective appointments; when removed to different

ſhips

ſhips they are to be entered from the day of their diſcharge from their former ſhips; but if appointed to ſuperſede other Officers, ſtill on board, they are to be entered from the day of their appearance only. Officers of all other deſcriptions are invariably to be entered from the day of their appearance. Captains or other Officers ſerving by order, in the room of others abſent, ſhall be borne on the ſupernumerary Liſt.

Muſter Books.

34.]—In making out the Muſter Books for this Office, you are carefully to ſet off the Muſter letter with the number borne, muſtered, and checked, in order that the ſhip's pay books and victualling books may be adjuſted thereby.

Muſtering Hired Veſſels.

35.]—Whenever there ſhall be within the limits of your check, any Store Ships, Navy Tranſports, or other Hired Veſſels, in any department of His Majeſty's Naval Service, which are obliged by their contracts or charter parties to have a certain complement of men on board, you are to demand a Book or Liſt of the crew, &c. and to muſter them in the ſame manner as you muſter King's Ships; you are to call upon the Commander or Maſter of every ſuch Ship or Veſſel, to produce the Contract or Charter-party under which he ſerves (or an atteſted copy of it) for your inſpection. You are to diſtinguiſh the qualities of the men and boys in the beſt manner poſſible, and if the veſſel ſhould be weakly manned, or have too great a proportion of boys, you are to note it on the Book or Muſter Roll, reporting to the Commiſſioner, Commander in Chief, or ſenior Officer on the ſpot, any deficiency or inability which you may perceive in the crew, that ſuch immediate ſteps may be taken as circumſtances require. You are alſo to ſend to this Office returns of the Muſters of theſe Veſſels, monthly, in the annexed form.

Appendix, No. 75.

Appendix, No. 76. Ships on the Station.

36.]—An account agreeably to the form annexed, ſhall be tranſmitted to us, monthly, of all His Majeſty's Ships and Veſſels on the ſtation, including thoſe which ſhall have arrived at your port, whether attached to the ſtation or not; as well as all Naval Store Ships, whether belonging to the King or hired; which account ſhall alſo contain the ſtate and condition of His Majeſty's Ships at your port.

Injunction reſpecting Muſtering.

37.]—As you are perſonally reſponſible for all Muſters made by your Clerks, whether in the Yard or afloat, it is highly expedient that you ſhould attend, as often as the other Duties of your Office will admit, to ſee that thoſe Muſters be performed according to the regulations preſcribed; and, if you ſhould have reaſon to ſuſpect that in any caſe an abuſe has taken place, you are to conſider it an indiſpenſable part of your Duty to make the Muſter yourſelf, at ſuch times and in ſuch manner as you may judge moſt likely to remedy the miſconduct or irregularity.

Muſter Books.

38]—You are regularly to tranſmit to this Office, at the end of every ſix months, the Muſter Books of all the Ships and Veſſels which you ſhall have muſtered in that period, and which are ſtill on the Station; but the Muſter Books of thoſe which may have left the Station are to be tranſmitted by the firſt proper conveyance after their leaving it. You are always in the firſt inſtance, to ſend the original Muſter Books delivered to you from the Ships; and you are to retain in your Office complete Copies of all the Muſter Books you ſend, that in caſe of the miſcarriage of any, you may be able to make out others to ſupply their loſs.

(V. Art. 7.) Bond. Appendix, No. 79.

39.]—Beſides the Bond which, by the general Inſtructions, you as well as all the other Officers of the Yard, are required to enter into, for the faithful diſcharge of your duty, you are to enter into another Bond, with two ſufficient ſureties in the ſum of £. 2000, for duly accounting for all Monies and Stores committed to your charge.

General Inſtructions to be attended to.

40.]—In addition to the foregoing articles of Inſtructions, directed to you individually, you are moſt ſtrictly required to comply with the general Inſtructions, addreſſed to the Officers jointly, for the good government of the Yard, and for the management of all the concerns thereof, in every inſtance in which they relate to the Duties of your Station.

INSTRUCTIONS

For the Maſters Attendant at His Majeſty's Foreign Yards.

BY the Principal Officers and Commiſſioners of His Majeſty's Navy.

1.

Attendance.

YOU are to be conſtant in your Attendance at the Yard to which you are appointed, in order to be all times ready to execute the ſeveral Duties of your Office, and to obey ſuch directions as you may receive from the reſident Commiſſioner, without whoſe permiſſion you are never to be abſent.

Anſwerable for the Conduct of Inferiors, and for the proper Execution of Works.

2.]—You are to conſider yourſelf anſwerable for the Conduct of all perſons employed in your Department, and for the proper and economical execution of all works carrying on in your line of Duty, taking care that the men under your inſpection be advantageouſly diſpoſed of, whether on ſhore or afloat—that they be kept conſtantly at Work—that they perform a proper proportion thereof—and that they execute the ſame in a Seaman or workmanlike manner, ſo that each ſervice may be completed as well and as expeditiouſly as poſſible, conſiſtently with the circumſtance of the caſe; and ſhould there be any eſtabliſhed Boats' crews in the Yard, you are to take care that when they are not employed afloat, ſuch other Work be allotted to them as the Duties of the Yard ſhall require. You are alſo to conſider yourſelf reſponſible for the general care and management of the Sheer Hulk (if there ſhould be one at the Yard to which you are appointed) and of all the Craft and Boats belonging to the Yard; you are to ſee that they are kept in good order, and in continual readineſs for ſervice, and that the Officers and men conſtantly attend,

Sheer Hulk

Craft and Boats.

and ſtrictly perform their duty, for which purpoſe you are to muſter them as often as you ſhall think proper.

Accounts of Abſentees to be kept.

3.]—You are to keep a correct account of Abſentees belonging to your Department, and in order that they may be checked of their proviſions, and mulcted of ſuch proportion of their wages as ſhall be juſt and proper, you are, at the end of every week, to report in writing, to the Commiſſioner and Naval Storekeeper, the loſt time of each man.

Workmen to be examined before entry.

4.]—You are to examine all perſons who may be intended to be entered as Sailmakers, Boatmen, out door Labourers, or in any other capacity in your Department, taking particular care to be ſatisfied that they are in all reſpects fit for ſuch employment, before you propoſe them for being entered.

Appendix, No. 80. Accounts to be furniſhed of the Employment of Workmen.

5.]—You are to furniſh the Naval Storekeeper with a correct Weekly Return, agreeably to the form in the Appendix, of the number of Sailmakers and other perſons, of every deſcription, employed in your Department, upon each particular Ship or Service; and ſtating the portion of time they were reſpectively employed upon each, for the purpoſe of enabling him to make up the exact Expence of Workmanſhip incurred on each ſeparate Ship or Service.

Pilots.

6.]—You are to uſe every means in your power to make yourſelf acquainted with the character and abilities of the Pilots belonging to the Port, and to take care that, as far as it may depend upon you, none be employed in piloting His Majeſty's Ships but ſuch as are properly qualified.

Ships going out or coming into Harbour.

7.]—When Ships are going out or coming into Harbour, you are to give your perſonal attendance as much as poſſible, taking care to provide every aſſiſtance with Launches, Hawſers, and Anchors, that may be neceſſary on the occaſion; and you are, at all times, to give the moſt ſpeedy and effectual aſſiſtance in your power, both perſonally and otherwiſe, to all Ships and Veſſels in Diſtreſs, in the neighbourhood of your Port.

Ships in Diſtreſs. Buoys and Beacons.

8.]—If there ſhould be any Buoys, Beacons, or Marks placed in your Port, or in the vicinity thereof, for the guidance of Shipping, you are to be very careful that they are not removed from their proper ſituations, and that they be kept in all reſpects complete; and you are to uſe your beſt endeavours to recover all Anchors and Cables which may in any way have been parted from, in order, not only to prevent their being loſt to the Service, but alſo that the ſeveral Anchorages may be kept clear; it being your Duty to take care that no nuiſance of any kind, which may affect the ſafety of His Majeſty's Ships may be ſuffered to remain, either in the Harbour or in the neighbouring Anchorages uſually reſorted to. You are alſo to take care that all Anchors and Cables, ſo recovered, as well as all other Stores and Materials which may at any time be ſaved from any of His Majeſty's Ships or Veſſels, which may unfortunately be wrecked in or near the Port, be returned into Store by a note under your hand, in order that the Naval Storekeeper may be charged therewith accordingly.

Anchors and Cables parted from.

Anchorages.

Appendix, No. 36.

Iſſues of Stores,

9.]—On the arrival of a Ship to refit, you are to be very particular in examining all the Cordage and Sails which may be complained of, and never to approve the ſupplying of any in lieu, except for ſuch as ſhall be really unfit for their proper uſe; and you are to obſerve the ſtricteſt economy by converting ſuch Articles to any other purpoſes to which they can, with propriety, be beſt applied in His Majeſty's Ships, or for the uſe of the Yard. You are not to allow any alteration to be made in the Sails or Rigging of any Ship or Veſſel, nor to approve demands on the Naval Storekeeper for any articles of Sea Store or preſent uſe, not within their Eſtabliſhment.

and Converſion.

Alterations in Rigging, &c

(V. Art. 84.) Expence Books and Abſtracts to be examined.

10.]—As, by the General Inſtructions, the Boatſwains of His Majeſty's Ships are to bring their Expence Books and Working Abſtracts to the Yard, to undergo Examination before their demands be complied with, you are therefore, under the directions of the Commiſſioner, ſtrictly to inſpect and compare the ſame, and, ſhould you diſcover any improper expenditure or converſion of Stores, you are to report the particulars thereof to him accordingly.

Careening Ships.

11.]—You are to be extremely careful that proper careening Geer, of every kind, be kept ready for ſervice, and that the Blocks, Falls, &c. be placed under cover, and ſecured as much as poſſible from the weather. When any Ship ſhall be heaving down, you are conſtantly to attend, and to be reſponſible that every thing, in your Department, be properly ſecured; and you are always to render every aſſiſtance in your power to the Maſter Shipwright, in this important and expenſive operation.

Stores for Ships and Yard uſe.

12.]—All Stores which ſhall be required on theſe occaſions, and for refitting Ships, as well as for the current ſervice of the Yard in your department, and alſo all ſuch as may be neceſſary for the uſe of the Hulk, or any of the Veſſels or Boats of the Yard, are to be demanded by you from the Naval Storekeeper by a note, agreeably to the annexed form, with every column thereof properly filled up; and you are to take particular care that all poſſible economy and good management be obſerved in the expenditure of the Stores, and prevent, by every means in your power, the Embezzlement or Miſapplication of the moſt trifling article thereof.

Appendix, No. 41.

Embezzlements.

Appendix, No. 36. Recharge of Stores not uſed.

13.]—After refitting a Ship, the Stores that may remain, of which the Naval Storekeeper has been diſcharged by your notes, ſhall be returned into Store, and recharged to him, by other Notes from you, which are to be numbered as they occur, and regiſtered in your Office; and at the end of every quarter of a year, you are to furniſh the Naval Storekeeper with a memorandum under your hand, of the numbers and dates thereof, in order that he may ſee he has received all that were given by you during the quarter, which memorandum he is to attach to one of the rough Receipt Books kept by the Clerks in his Office.

Repairs of Ships.

14.]—You are to obſerve the beſt poſſible economy in repairing the Sails of Ships refitting under your inſpection; directing ſuch parts to be ſhifted as you ſhall judge proper, and determining upon the ſort of Canvaſs and Bolt Rope neceſſary for the Repairs; and

it

if any part of the Canvaſs of condemned Sails ſhall appear to you fit for that purpoſe, you are to be careful that it be ſo applied in preference to new Canvaſs. You are to examine the work when finiſhed, and to aſcertain the quantity of Materials actually expended, as well as the Workmanſhip performed thereon.

15.]—You are to ſurvey, when directed, in conjunction with the Maſter Shipwright and Naval Storekeeper, any Ships or Veſſels propoſed to be purchaſed or hired for Government, and to report faithfully your opinion reſpecting their fitneſs for the Service—what Guns they are calculated to carry—and the value of their Hulls, Furniture, and ſuch of the Stores as it may be judged proper to receive with them. Veſſels for Purchaſe or hire to be ſurveyed.

16.]—When a Boatſwain of any Ship in Port ſhall die or be removed, you are, when ſo directed, in conjunction with ſuch Maſter or Maſters as may be appointed by the Commander in Chief or ſenior Captain, to ſurvey the Stores that remained upon the charge of ſuch Boatſwain, and to give them in charge to his ſucceſſor. Boatſwains' Stores to be ſurveyed.

17.]—You are occaſionally, in conjunction with the Naval Storekeeper, to viſit the Storehouſes, and inſpect the condition of the Stores, in order to ſee that the Sails are properly aired, and that the Cables, Cordage, and other Stores in your Department are carefully preſerved, and ſtowed in the moſt convenient manner, for getting at thoſe moſt likely to be firſt or ſuddenly wanted. Storehouſes. Stores.

18.]—You are to attend to the unloading of all Store Ships and Veſſels bringing Stores to the Yard, and to cauſe all poſſible care and diſpatch to be uſed therein. When Stores of any kind are ordered to be ſhipped for being ſent home, or for any other occaſion, you are alſo to ſee that they be carefully carried on board ſuch Veſſels as may be ordered to receive them, and ſtowed away properly in ſecure ſituations. Store Ships.

19.]—In addition to the foregoing articles of Inſtructions, directed to you individually, you are moſt ſtrictly required to comply with the general Inſtructions, addreſſed to the Officers jointly, for the good government of the Yard, and for the management of all the concerns thereof, in every inſtance in which they relate to the duties of your Station. General Inſtruction to be attended to.

INSTRUCTIONS

For the Maſter Shipwrights at His Majeſty's Foreign Yards.

BY the Principal Officers and Commiſſioners of His Majeſty's Navy.

1.

YOU are to be conſtant in your attendance in the Yard to which you are appointed, in order to be at all times ready to execute the ſeveral Duties of your Office, and to obey ſuch directions as you may receive from the reſident Commiſſioner, without whoſe permiſſion you are never to be abſent. Attendance.

2.]—You are to conſider yourſelf anſwerable for the conduct of all perſons employed in your department, and for the proper and economical execution of all Works carrying on in your line of Duty in the Yard, or on board any of His Majeſty's Ships under your inſpection, taking care that all the Artificers and other Workmen be advantageouſly diſpoſed of on ſhore or afloat—that they be kept conſtantly at Work—that they perform a proper proportion thereof—and execute the ſame in a workmanlike manner, ſo that each Service may be completed as well and as expeditiouſly as poſſible, conſiſtently with the circumſtance of the caſe. Anſwerable for the conduct of Inferiors, and for the proper Executions of Work.

3.]—You are to keep a correct Account of Abſentees belonging to your department; and, in order that they may be checked of their Proviſions, and mulcted of ſuch proportion of their wages as ſhall be juſt and proper, you are, at the end of every week, to report to the Commiſſioner, and Naval Storekeeper, the loſt time of each man. Accounts of Abſentees to be kept.

4.]—You are to examine all Artificers and Workmen of every kind intended to be employed in your department of the Yard, taking particular care to be ſatisfied that they are in all reſpects fit for ſuch employment, before you propoſe them for being entered. Workmen to be examined before entry.

5.]—You are to furniſh the Naval Storekeeper with a correct weekly return, agreeably to the annexed form, of the number of Artificers and other Workmen of every deſcription, employed in your department, upon each particular Ship, or Service, ſtating the portion of time they were reſpectively employed on each for the purpoſe of enabling him to make up the exact expence of workmanſhip, incurred on each ſeparate Ship or Service. Appendix, No. 80. Accounts to be furniſhed of the employment of Workmen.

6.]—On the arrival of a ſhip to refit, you are to be very particular in examining all the Carpenters' Stores which may be complained of, and never to approve the ſupplying of any in lieu, unleſs they ſhall be really unfit for their proper uſe; and you are to exerciſe the ſtricteſt economy, by converting ſuch articles to any other purpoſes, to which they can with propriety be beſt applied in His Majeſty's Ships or for the uſe of the Yard. Iſſue of Stores, and Converſion.

7.]—As, by the general inſtructions, the carpenters of His Majeſty's Ships are to bring their expence books and working abſtracts to the Yard, to undergo examination, before their demands for Stores be complied with, you are therefore, under the directions of the Commiſſioner, ſtrictly to inſpect and compare the ſame; and ſhould you diſcover any improper expenditure, or converſion of Stores, you are to report the particulars thereof to him accordingly. (V. Art. 84.) Expence Books and Abſtracts to be examined.

8.]—You are carefully to examine into the ſtate of all defects, which may be repreſented in his Majeſty's Ships, their Maſts, Yards, Boats, &c. and, with the Commiſſioner's approbation, to make them good in ſuch a manner as you ſhall judge beſt for the Service. If Ships defects.

the reparation of any ſmall defects ſhould be left to the Carpenter of the Ship and his crew, you are to propoſe ſuch proportion of Stores as may be adequate thereto in order that they may be ſupplied, on the Commiſſioner's approval thereof.

Alterations in Ships.

9.]—In repairing and refitting Ships and Veſſels, you are not to allow any alteration to be made in the Hulls, Bulkheads, Maſts, Yards, Boats or any part of their Furniture;

Iſſues of Stores.

nor to approve demands on the Naval Storekeeper for any article of Sea Store, or preſent uſe, not within their Eſtabliſhment.

Careening Ships.

10.]—You are to take care that all neceſſary careening Geer in your department be kept ready for Service; and when any Ship ſhall be heaving down, you are conſtantly to attend and be reſponſible that every thing under your ſuperintendance be properly and ſecurely executed; and you are to render every aſſiſtance in your power to the Maſter Attendant, in the performance of this important and expenſive operation.

Stores for Ship and Yard uſe.

11.]—All Stores which ſhall be required on theſe occaſions, and for refitting Ships, as well as for current Service of the Yard in your Department, including Coals, are to be demanded by you from the Naval Storekeeper, by a Note agreeably to the annexed

Appendix, No. 41.

form, with every Column properly filled up; and you are to take particular care, that all poſſible economy and good management be obſerved in the expenditure of the Stores, and

Embezzlement.

prevent by every means in your power the embezzlement or miſapplication of the moſt trifling article thereof.

Recharge of Stores not uſed.

12.]—After refitting a Ship, the Stores which may remain, of which the Naval Storekeeper has been diſcharged by your Notes, ſhall be returned into Store, and re-charged

Appendix, No. 36.

to him by other Notes from you, which are to be numbered as they occur, and regiſtered in your Office; and at the end of every quarter of a year, you are to furniſh the Naval Storekeeper with a Memorandum under your hand, of the numbers and dates thereof, in order that he may ſee he has received all that were given by you during the quarter; which Memorandum he is to attach to one of the rough Receipt Books kept by the Clerks in his Office.

Converſion of Timber.

13.]—You are to be particularly careful in the converſion of every ſpecies of timber, always ſelecting yourſelf, when practicable, every ſpar or piece of Wood that may be wanted for any purpoſe, and uſing the beſt economy by chuſing it of the neareſt Dimenſions required.

Remains of Metal and Timber.

14.]—You are to take care that all Old Copper Bolts, Nails, or Sheathing, together with every other article of Metal that may be removed, or ſtripped off in repairing Ships, as well as all ſerviceable pieces of Timber, Plank, &c. be carefully collected and returned

Appendix, No. 36.

into Store by a note under your hand, in order that the Naval Storekeeper may be regularly charged with the ſame; and you are to cauſe all unſerviceable pieces of Wood to be depoſited in places of ſafety, for being diſpoſed of agreeably to the Orders on that ſubject.

Veſſels for purchaſe or hire to be ſurveyed.

15.]—You are to ſurvey, when directed, in conjunction with the Maſter Attendant and Naval Storekeeper, all Ships and Veſſels propoſed to be purchaſed or hired for Government, meaſure them with the greateſt accuracy for aſcertaining their principal Dimenſions and Tonnage, agreeably to the eſtabliſhed uſage of the Navy, and report, faithfully, your opinion as to their fitneſs for the Service, what Guns they are calculated to carry, and the value of the Hulls, Furniture, and ſuch of the Stores as it may be judged proper to receive with them.

Carpenters' Stores to be ſurveyed.

16.]—When the Carpenter of any of His Majeſty's Ships or Veſſels, which may be in Port, ſhall die or be removed, you are, when ſo directed, to join in taking a Survey of the Stores that remained in charge of ſuch Carpenter, and in giving them over in charge to his ſucceſſor.

Maſts and Yards.

17.]—You are to take care that all Maſts, Yards, Spars, &c. be properly ſtowed and ſecured from injury; and you are occaſionally to viſit, in conjunction with the Naval

Storehouſes.

Storekeeper, the Storehouſes, and inſpect the condition of all Stores in your Department, in order to ſee that they are properly aired, and carefully preſerved, and ſtowed in the moſt

Stores.

convenient manner for getting at thoſe moſt likely to be firſt or ſuddenly wanted.

General Inſtructions to be attended to.

18.]—In addition to the foregoing Articles of Inſtructions, directed to you individually, you are moſt ſtrictly required to comply with the general Inſtructions, addreſſed to the Officers jointly, for the good government of the Yard, and for the management of all the concerns thereof, in every inſtance in which they relate to the Duties of your ſtation.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
Wm DOMETT, (L. S.)
AMBROSE SERLE, (L. S.)

Office of Naval Reviſion,
2d Auguſt 1806.

Copy.
John T. Briggs,
Secretary.

THE

FIFTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs

OF

HIS MAJESTY'S NAVY.

(Dated 2d Auguſt 1806.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

121.

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THE

SIXTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs of His Majesty's Navy.

(Dated 4th December 1806.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

To the KING's Most Excellent MAJESTY.

The SIXTH REPORT of the Commiſſioners appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of His MAJESTY's NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into their particular Conſideration, all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE ON FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service, and to conſider and deviſe the beſt means of carrying the ſame into execution, in the moſt convenient and expeditious manner, and to report on all the Matters aforeſaid from time to time as they ſhall ſee Occaſion.

AFTER we had prepared Inſtructions for the guidance of the ſuperior and inferior Officers, in the diſcharge of their reſpective Duties, in Your Majeſty's principal Naval Eſtabliſhments (at Deptford, Woolwich, Chatham, Sheerneſs, Portſmouth, and Plymouth) which are contained in our Firſt and Second Reports, we directed our attention to the ſmaller Eſtabliſhments; or, as they are generally termed, Out-Ports, at Deal, Harwich, Leith, Falmouth, and Kinſale.

Having called for the Inſtructions under which the Officers of thoſe Yards at preſent act, we found them of a very ancient date, formed in the Reign of William and Mary, and by no means calculated for guiding them in performing their duties, in a regular and ſyſtematic manner, upon the preſent extenſive Scale of the Naval Service.

The ſame deficiency, which we had occaſion to notice in our Third Report, we found to exiſt in the preſent caſe; the want of a complete ſet of Forms and Returns preſcribing the mode of accounting for Caſh and Stores.

We have therefore drawn up Inſtructions for theſe Officers, which, we truſt, will enable them to fulfil the duties of their Stations with leſs difficulty to themſelves, and greater advantage to Your Majeſty's Service.

Some particular duties, ariſing from local circumſtances, being aſſigned the Naval Officers at Deal and Kinſale, which are not required from thoſe at the other Out-Ports, correſpondent directions are drawn up for the Officers at thoſe Yards, ſupplementary to their General Inſtructions.

From the variety of duties which are attached to the ſituations of Naval Officers at the Out-Ports, we are of opinion that their Salaries ſhould bear ſome relative proportion to thoſe of the principal Officers of the Dock Yards.

Even at thoſe Yards where there are acting Maſters Attendant, and Shipwright Officers, to relieve the Naval Officers from the out-door duties in their reſpective lines, they have ſtill to perform the different Services, executed in the Dock Yards by the Clerks of the Check, Storekeepers, and Clerks of the Survey; the extent, however, of the trouble and reſponſibility of the Naval Officers varies, among other circumſtances, in proportion to the number of Ships employed on each ſtation; and, on a comparative view of the value of the Stores iſſued in the laſt year of the late war (viz. from 1ſt January to 31ſt December 1800) from the Magazines at Deal, Leith,

Leith, Kinſale, and Harwich, the four places at which eſtabliſhed Naval Officers are appointed, we find that the amount at

Deal was - - - - - -	£. 40,831
Leith - - - - - -	26,563
Kinſale - - - - - -	15,802
Harwich - - - - -	8,451

We would therefore propoſe, that the Salaries of the Naval Officers and their Clerks, at the Out-Ports, ſhould be as follows, inſtead of thoſe which they are at preſent allowed; viz.

			Preſent SALARIES: War.	Preſent SALARIES: Peace.	Propoſed SALARIES, War and Peace.
			£.	£.	£.
DEAL - - -	Naval Officer - -	per ann.	480	400	500, and a houſe.
	1ſt Clerk - - -	—	180	150	200
	2d — - - -	—	120	100	120
	3d — (if neceſſary)	—	- -	- -	80
LEITH - -	Naval Officer - -	—	240	200	400; no houſe.
	Clerk - - - -	—	120	100	150
KINSALE - -	Naval Officer - -	—	240	200	400; no houſe.
	Clerk - - - -	—	120	100	150
FALMOUTH -	Naval Officer - -	—	400	- -	400
	Clerk - - - -	—	150	- -	150
HARWICH - -	Naval Officer - -	—	240	200	250
	Clerk - - - -	—	120	100	120

The Maſters Attendant and Maſter Shipwrights, at the Out-Ports, being temporary appointments, we have not thought it neceſſary to propoſe any alterations in their Salaries.

(Signed)

BARHAM. (L. S.)
JOHN FORDYCE. (L. S.)
ROGER CURTIS. (L. S.)
WM. DOMETT. (L. S.)
AMBROSE SERLE. (L. S.)

Office of Naval Reviſion,
4th December 1806.

(A Copy)
John T. Briggs,
Secretary.

INSTRUCTIONS to the NAVAL STOREKEEPER,

Executing the Duties of STOREKEEPER, CLERK OF THE CHECK, and CLERK OF THE SURVEY, at the OUT-PORTS in GREAT BRITAIN.

BY the Principal Officers and Commiſſioners of His Majeſty's Navy.

1.

YOU are to make the Houſe allotted you in the Naval Yard (if ſuch be provided) your conſtant Reſidence, in order that you may be, at all times, in readineſs to receive and execute all ſuch directions as may be given by us relating to the ſeveral functions of your Office; and you are not to abſent yourſelf from your duty without firſt having obtained leave from us for that purpoſe. Reſidence. Abſence.

2.]—All perſons appointed to be Officers or Clerks in the Yard, are to be borne on the Books, at ſuch Salaries as ſhall be reſpectively allowed them; and all Warrants for appointing ſuch Officers ſhall be kept in your office, and you are to furniſh the parties with atteſted copies of the ſame. You are to take care that the eſtabliſhed number of Clerks be not exceeded without our ſpecial authority for that purpoſe. All Officers and Clerks to be borne on the books of the Yard. Eſtabliſhment of Clerks not to be exceeded.

3.]—In caſe of the death, reſignation, or removal of any Clerk belonging to the Yard, you are not to fail propoſing to us, for our approbation, ſuch perſon as you may be deſirous ſhould fill any vacancy that may occur. To propoſe fit perſons for filling vacancies for Clerks.

You are to ſtate the age of the perſon propoſed; taking notice, however, that no perſon can be entered as a Clerk under 16 years of age; nor are you to recommend any perſon for that employment, unleſs you are perfectly ſatisfied he is, in every reſpect, fully qualified to perform, in the moſt ſatisfactory manner, the duties on which he is to be employed. Not to be entered under 16 years of age.

4.]—All affairs connected with the Naval Yard under your ſuperintendence, being confided to you as the Chief Officer therein, it is expected you will zealouſly and unremittingly attend to the ſame, in order that every thing may be tranſacted in the moſt advantageous manner for the benefit of His Majeſty's ſervice. You are alſo ſtrictly to obſerve the conduct of all perſons employed in the Yard, cauſing them to perform their ſeveral duties with care and alacrity; and, if you diſcover any perſon to fail therein, you are, in caſes of a trivial nature, to admoniſh the party offending, or propoſe to us ſuch mulct on his pay as ſhall appear to you ſuitable to the degree of his offence; but, on any inſtance of more ſerious miſbehaviour, you are without delay to report to us the circumſtances of the caſe, that ſuch meaſures may be forthwith taken therein as we may deem proper. To attend to the whole buſineſs of the Yard; and the conduct of every perſon in it.

5.]—All perſons employed in the Yard upon daily pay are to conform to the common working hours eſtabliſhed in His Majeſty's Dock Yards; that is to ſay, from Six in the morning till Six in the evening, and at thoſe hours the Workmen, &c. are to repair to and leave the Yard while the day-light will admit; and during this period the hours at which they ſhall take their breakfaſts and dinners are to be fixed according to local circumſtances, at the diſcretion of the Naval Storekeeper; but the whole time to be allowed for both theſe meals ſhall not exceed two hours. But during the winter months, that is, from the 9th of November to the 1ſt of February, both days included, all the Workmen ſhall take their breakfaſts before they enter the Yard, and ſhall appear ſo early as to have been muſtered and be at their work by Eight o'clock in the morning. Their allowance of time for dinner, during the above period, ſhall be one hour, and they ſhall continue at their work as long as the day-light will allow. No perſon employed ſhall, unleſs upon duty, go out of the Yard during the working hours. Working hours and meal times.

6.]—You are, on no account, to ſuffer any prohibited or ſmuggled goods or liquors to be landed or depoſited in any ſtorehouſe or other place within the Yard. No ſmuggled goods or liquors to be in the Yard.

7.]—No Officer, Clerk, or other Perſon belonging to the Yard, ſhall act as an Agent to any perſon; nor is any ſuch Officer, Clerk or other Perſon, to have any occupation which may call off his attention from his duty in the Yard. No Officer, Clerk, or other perſon, belonging to the Yard, to act as Agent, &c.

8.]—No perſon ſhall be ſuffered to ſmoke Tobacco in any part of the Yard. No tobacco to be ſmoked in the Yard.

9.]—You are to take all poſſible precaution for the prevention of Fire in the Yard; cauſing the fire-engines to be worked the firſt Monday in every month, unleſs ſome particular circumſtance ſhall prevent its being done, in which caſe they ſhall be worked the next convenient day: and you are to ſee that they and the Fire-buckets, and every thing appertaining to them, be kept in perfect order and readineſs. You are to cauſe the keys of the Engine Houſe to be ſafely lodged in ſuch manner that they may, without any difficulty, be immediately obtained on the firſt alarm of Fire. Prevention of fire in the Yard.

10.]—You are to cauſe the 6th, 7th, 8th and 9th Articles preceding, together with all Standing Orders for the government of the Artificers and Workmen, to be fairly copied and hung up in ſome proper place in the Yard for the information of all perſons concerned. Certain Regulations and Standing Orders to be hung up in the Yard for general information.

11.]—You are to enter in a Book, to be kept by you for that purpoſe, an Abſtract of all Warrants, Orders or Letters, you may receive from us, claſſing the ſeveral ſubjects alphabetically, under the various heads of ſervice to which they may appertain, in order that they may, with facility, be referred to as occaſion may require. To enter in a book all Warrants, Orders, and Letters.

To keep an account of the names, quality, entry, and discharge of all persons belonging to the Yard.

12.]—You are to keep an Account, according to the annexed Form*, of the Name, Quality, Entry and Discharge, &c. of all Officers, Clerks and every other description of persons belonging to the Yard.

* Appendix, No. 1.

Not to enter men beyond the establishment, nor any but able men.

13.]—You are not to enter any Artificer or other person in the Yard, beyond the establishment, without our special authority for that purpose; and you are to be very careful not to enter any Person, who from age or infirmity, may not be in all respects capable of performing the duties required of him.

How all persons belonging to or employed in the Yard are to be mustered;

14.]—All persons belonging to or employed in the Yard are to be mustered by you or your Clerks every time they come into the Yard to work, and also upon their leaving it in the evening, by a correct Muster Book, according to the annexed Form*; and, as you are personally responsible for the correctness of all Musters made by your Clerks, it is highly necessary that you should attend as often as your other duties will admit, to see that the Musters be performed according to the Regulations prescribed; and when you shall suspect that any abuse has taken place in the Musters, you are to make the Muster yourself at such time, and in such manner as you may judge most likely to detect any misconduct or irregularity which may have occurred.

* Appendix, No. 2.

and when he suspects any abuse in mustering.

No erasure to be made in the Muster Book.

15.]—You are not to permit any erasure to be made in the Muster Book; but whenever any error shall be discovered, you are to run the pen through it, and to insert the correct words or figures over it, in red ink.

To see that the people go to work immediately after being mustered.

16.]—You are, to the utmost of your power, to see that all persons, after they have been mustered, do immediately repair to the duties respectively assigned them, and that they diligently attend to the same; for which purpose you are, during the course of the day, as your other duties will admit, frequently to visit every part of the Yard during the working hours.

How to mark the Muster Book.

17.]—Every person who shall be actually present at the Muster, and answer to his name when called, shall have a perpendicular line (I) set against his name in the proper column, to denote his being present; all those who may be absent on leave are to be carefully marked thus (✓); and all such as may be absent without leave are to have a cross (✗) put against each of their names; and, as you find the attendance or absence of any person, you are to allow, or check, their wages or pay for all or any part of their day's labour, according as the case may be.

Relative to men absent at muster.

18.]—If any person shall continue to be absent without leave for more than six successive working days, you are forthwith to discharge him, excepting in case of sickness, of which you are to be fully satisfied; in which case you are to continue him on the Books of the Yard one month, but no longer, without our particular Order for that purpose. And when any person, not having an annual salary, shall be absent with leave, you are to be very careful to check such person of wages for the time he shall be actually absent.

To mark none as present but such as attend and do their duty.

19.]—You are to take special care that none be marked in your Muster Book as present but those who actually attend, and do their duty; and that no person be borne under one description and employed in the business of another.

None to be employed on private concerns.

20.]—You are to be very careful that no person borne on the books of the Yard be employed by you, or any other person belonging to the Yard, on any private business or concern whatsoever.

To take every possible precaution against embezzlement.

21.]—You are to take every possible precaution to prevent Embezzlement, and to pay particular attention to the conduct of the Warden at the gate, giving the strictest directions to him not to suffer any improper persons to enter the Yard, nor any stranger, without your authority; to observe attentively the Workmen and all others when they go out of the Yard, and to prevent chips, or any article, however trifling, the property of Government, being carried away; and that if he should suspect any person to have any article concealed about him, he is to search him, and if he find any thing improper upon him to report to you immediately the circumstances of the case. For these purposes you are frequently to attend the gate yourself when the people leave the Yard, and cause the other Officers, when there shall be such, to attend constantly on these occasions.

To observe the conduct of the Warden, that no improper persons enter the Yard;

and that nothing, the property of Government, be carried out.

To attend at the gate himself when the people leave the Yard.

To see that the Yard be properly guarded.

22.]—You are to take all necessary measures for the security of the Yard, and see that the Watchmen or Sentinels are placed in the most judicious positions for duly guarding the same; and you are frequently to visit them at their posts, and see that they strictly attend to their duty. At the setting of the Watch in the evening throughout the year, the gate of the Yard is to be locked, and the key delivered into your possession, after which no person is to enter or go out of the Yard without your knowledge and permission.

How to pay persons belonging to the Yard.

23.]—You are to pay quarterly out of the public money in your hands, all sums due to the Warden, Watchmen, Artificers, Boatmen, and all other persons not paid by salary belonging to the Yard.

How himself and his Clerks are to be paid.

24.]—The Salaries for yourself, the other Officers, and your Clerks, will be paid by Bills made out in this Office. You are to pay the deductions made from such salaries, on account of the Civil List and Land Tax, out of the money in your hands on the head of Contingencies, and charge the same in your account, noting the sum paid to each person.

To pay all contingent expences;

25.]—You are also to pay all such other contingent expences as may from time to time be necessarily incurred for the service of the Yard; but you are to take notice that no unusual disbursements are to be made by you on this account without our special authority. You are to take proper receipts for all monies so disbursed, and when you make payments for Stores purchased, the prescribed Certificate* is to be inserted on the back of the Bill of Parcels by which the articles specified therein were delivered into Store, and be signed by you and the Acting Master Attendant or Acting Master Shipwright (if there be such Officers in the Yard)

* Appendix, No. 3.

and also for Stores and Works.

Yard) according to the nature of the articles. On all Bills delivered for Works performed, the prescribed Certificate * is to be in like manner inserted, and signed by you, and the Acting Master Attendant, or Acting Master Shipwright (if such Officers be in the Yard) according to the nature of the work that has been done. * Appendix, No. 4.

26.]—All Persons receiving money being obliged by Act of Parliament to pay the Stamp Duty on receipts, according to the amount of the sum required, you are to observe that no charge will be allowed in your accounts for Receipt Stamps for any money paid by you. No charge to be made on account of Receipt Stamps for monies paid.

27.]—You are to pay the Allowances as directed by Warrant from us, to the Officers and Artificers belonging to His Majesty's Ships, who may be employed in repairing the defects or damages, or in refitting any of His Majesty's Ships and Vessels within the limits of your check, upon Lists to be made out and certified according to the prescribed Form *, the said Lists having been previously approved by the Port Admiral or Commanding Officer present. Payment of Officers and Artificers belonging to His Majesty's Ships, when employed in repairing damages, &c. therein. * Appendix, No. 5.

28.]—You are to pay all Bounty and Conduct-Money, according to the Regulations prescribed; taking notice that Bounty is to be paid only to the parties themselves; and the payment thereof is to be certified by the Captain and signing Officers of the Ship; and you are particularly to observe it must be expressed in the Certificate of the Captain and signing Officers to Bounty Lists, that the ages, qualities, and times of entry of the men therein mentioned agree with those in the Muster Book; and if any person, above or below the ages prescribed by His Majesty's Proclamation, be inserted in the Lists received from the Ships, you are not to pay Bounty to such persons, as any such payment will not be allowed in your accounts, and the amount will be charged against you. If any person named in a List for Bounty, Conduct or other Money, shall remain unpaid, you are to note against the name of such person the reason for non-payment. You are to transmit to us monthly, conformably to the prescribed Form*, an Account of all sums so paid. You are to observe, that Boys discharged from any of the Classes, or from Supernumerary Lists of any Classes, into the Books of their own or any other Ships, are not entitled to Bounty. To pay bounty and conduct-money. * Appendix, No. 6.

29.]—When you pay the sums allowed for the apprehension of straggling Seamen, Marines or Boys, you are to be very careful to note the same in the proper column against the names of the persons so taken up upon the Muster Books of the ships to which they respectively belong, when such ships shall be under your check; and you are to send to us monthly, according to the Form prescribed *, an Account of all sums so disbursed. To note the money paid for the apprehension of stragglers against their names on the books of the Ship to which they belong. * Appendix, No. 7.

30.]—Upon your being appointed to the Office of Naval Storekeeper, you are (and your own Chief Clerk in behalf of your predecessor, in case he should be unable to attend) together with such persons as may be sent from this Office, to take a complete survey of all the stores in the Yard, in order that you may be regularly charged therewith, and become responsible for the same. Upon entering on the duties of your Office, you are to attend to the keeping up your own Store Accounts from your first charge, and not apply yourself to the bringing up those of your predecessor, without first taking our directions thereon. A survey on the remains of Stores to be taken on his appointment.

31.]—When any articles of Stores shall be so reduced that the real quantities thereof can be readily ascertained, the same shall be done, and a comparison be immediately made between the quantities so ascertained to be in store, and the quantities that appear to remain by the quarterly balance, informing us of the result of every such comparison, whether any difference has been discovered or not; and, if differences shall have been discovered, you are forthwith to acquaint us with the particulars, and take our directions thereon; and, at the end of each year, an Account, according to the prescribed Form,* of the Articles of Stores (but not the particular quantities thereof) which have been so compared, shall be sent to this Office. The real quantities of particular articles to be ascertained whenever the Store is so low as to admit thereof without much trouble. * Appendix, No. 8.

32.]—You are to be very careful that all Storehouses, Sheds, and other places appropriated for the reception of Stores, be always kept in good condition, in order that the Stores deposited therein may receive no damage, reporting to us when any repairs shall be necessary, that we may give the requisite directions; and such Repositories of Stores as have locks and keys are to be kept open only while the Service may require it, and at other times they are to be locked, and the keys deposited in your Office. To see that Storehouses, &c. are kept in good repair.

33.]—You are, by Warrant from this Board, to receive into your charge Stores of every description that may be delivered for the use of the Yard, and to deposit them in suitable places of safety, according to their respective natures, so that they may receive no damage, or be wasted or embezzled. For the preservation of Buntin and Colours, you are to unpack the bales containing the former, and turn it and the Colours frequently over, and throw brimstone or pepper among these articles, to prevent the moth from injuring the same, and keep them in a dry place, that they may not become mildewed. You are to take care that nothing be left carelessly about the Yard, or any thing, which ought to be under cover, be left in the Yard exposed to injury from the weather. You are to cause all Vessels that shall bring Stores to the Yard to be cleared with all possible dispatch. To receive in charge, and see safely deposited, all Stores sent to the Yard.

34.]—You are not to purchase any Stores without our express authority, except by directions of the Commander in Chief or Commanding Officer, in cases of pressing necessity; and when you shall do so, you are immediately to inform us thereof, and state your reasons for the same. Bills of Parcels or Invoices of Stores received into the Yard, are to be written in the Form prescribed,* with which you are to furnish the person who delivers the same, the columns of which are to be correctly filled up, and the total amount of the several articles of Stores inserted therein; strictly observing, that no article whatever is to be received without being accompanied with a Bill of Parcels or Invoice, filled up as aforesaid. Not to purchase Stores without orders. * Appendix, No. 3.

To pay for Stores purchaſed under certain reſtrictions.

35.]—You are to pay for all Stores purchaſed or work performed in Repairs in the Yard or on Ships or Boats, &c. when the ſums to be diſburſed for theſe ſervices do not reſpectively amount to more than £. 20.: but when they exceed that ſum, you are to certify to us every ſuch demand, in order that it may be paid by Bill from this Office. Whenever you ſhall make any diſburſements, either for Stores purchaſed, or for Works or other ſervices performed, you are to take eſpecial care to obtain proper Vouchers and Receipts for the ſame, and alſo a Certificate from two reſpectable Merchants, or other reputable perſons, when there ſhall be no Merchants, who, from their avocations, ſhall be competent judges of the ſubject, that the charges made in every ſuch caſe are in all reſpects proper, and agreeable to the then Prices or Rates of Hire at the place. And all the aforeſaid Vouchers, Receipts, and Certificates, are to be tranſmitted to this Office at the periods directed, with the Accounts to which they reſpectively belong.

Carefully to examine all Stores purchaſed, or delivering into the Yard upon contract, &c.

36.]—You are, in conjunction with either the Acting Maſter Attendant, or Acting Maſter Shipwright (when there ſhall be ſuch Officers attached to the Yard) according to the nature of the Stores to be received, carefully to inſpect the quality and dimenſions of all Stores, Articles and Materials of every deſcription, which have been purchaſed or are delivering into ſtore upon contract; as well as all Works performed by contract. You are to join with thoſe Officers in rejecting all Stores which may not be of a proper quality, or not in every reſpect conformable to contract; or in fixing on and ſubmitting to us ſuch abatements in the price, proportionate to the defects diſcovered, as the caſe ſhall be deemed to require. When there ſhall not be an Acting Maſter Attendant or Acting Maſter Shipwright belonging to the Yard, you are to take to your aſſiſtance your Chief Clerk, for the purpoſe of ſtrictly examining all Stores, &c. as aforeſaid; and he is to join you in ſigning ſuch Reports as it may be found neceſſary to make thereon, in the ſame manner as above directed reſpecting the Acting Maſter Attendant and Acting Maſter Shipwright; and, in this caſe, you are to cauſe the Maſters of Trades in the Yard, if there ſhall be any ſuch, according to the nature of the Stores to be received, to aſſiſt you in the examination thereof, to ſee that they are good in their kind; and they are to certify that they have ſo done on the back of the Certificate of Delivery to be made out by you, and tranſmitted to this Office, to entitle the perſon who delivered the Stores to a Bill for payment of the ſame. When Stores are purchaſed, and are paid for, either by you, or by Bills from this Board, the Invoices of ſuch Stores are to be ſent to this Office with your Caſh Accounts; and duplicates thereof, atteſted by yourſelf and the Officer to whoſe department they relate, or, if there be no ſuch Officer belonging to the Yard, by your Clerk, are to accompany your Store Accounts.

To keep the eſtabliſhment of Stores complete.

*Appendix, No. 9.

37.]—In order that the neceſſity of purchaſing Stores may, as much as poſſible, be avoided, you are to be careful to keep complete the Eſtabliſhment of Stores and Slops aſſigned for the Yard under your charge, by making demands for that purpoſe, according to the Form preſcribed*, at the periods and in ſuch manner as is enjoined by the Orders you are under on that head, or as we may, according to circumſtances, hereafter direct. When you write to this Board concerning Stores due on a former demand, you are to ſpecify from what Yard the Stores are due.

To obſerve the turn of the mark yarn at the ends of cables.

38.]—Whereas, with a view to prevent the cutting of Cables and Cordage, it has been deemed expedient to direct, that in making the ſame, the mark-yarn ſhall be returned at each end, to the diſtance of one fathom; you are carefully to examine all Cables and Cordage you receive, and if you find the ſaid loop has been deſtroyed, you are to acquaint us therewith, and give us every information in your power which may lead to a detection of the perſon or perſons who may have been guilty thereof.

To inform the Board of the non-arrival of Stores.

39.]—When at any time you ſhall receive the Bill of Lading of any Stores which have been ſhipped for the uſe of the Yard under your ſuperintendence, and the Veſſel having the Stores on board ſhould not arrive in the courſe of the week after the receipt of ſuch Bill of Lading, you are to acquaint us therewith.

Not to deviate from the eſtabliſhment of Stores allowed to Ships.

40.]—In iſſuing Stores to His Majeſty's Ships and Veſſels, you are, on no account, to exceed or deviate from the eſtabliſhment of Stores allowed to them reſpectively, without our ſpecial authority for that purpoſe, as any ſurplus ſo iſſued will be charged againſt you. The Stores fit for ſervice which have been the longeſt in the Magazines are to be firſt iſſued.

How to iſſue Stores to Ships.

*Appendix, No. 10.

41.]—All demands for Stores for the uſe of His Majeſty's Ships and Veſſels ſhall be made conformably to the preſcribed Form*, wherein ſhall be ſtated the actual remains on board, and the time when laſt completed; obſerving, that Ships and Veſſels requiring Stores are to be completed only up to the quantity of ſupply the Warrant Officers had on charge when laſt fitted, except in the caſe of there being ordered upon a ſervice for which a different eſtabliſhment of Stores is authorized, which demand ſhall be ſigned by the Officer to whom the Stores demanded are to be charged and counterſigned by the Captain, or in his abſence, by the Commanding Officer on board, and approved by the Flag Officer or ſenior Captain preſent; you are carefully to examine and compare the demands with the ſtatements of remains; obſerving, that the quantity, weight or number of Stores received be made in words at length, and not in figures.

A liſt of all Stores iſſued to be ſent with them to the Ships for which they were ſupplied.

42.]—With all Stores delivered for the uſe of His Majeſty's Ships and Veſſels, you are to ſend, addreſſed to the Captain or Commanding Officer, a correct Liſt of the Stores then furniſhed, in order that by examining them by the ſaid Liſt, it may be aſcertained whether all the Stores ſupplied are actually brought on board.

To take proper Receipts for Stores iſſued, and carefully preſerve the demands upon which they were ſupplied.

43.]—You are to take proper Receipts for all the Stores iſſued, and carefully preſerve in your Office all the demands aforeſaid on which you have iſſued any Stores; in order that reference may be made to them in caſe it may be required.

44.]—When

When Sails are demanded, to call for the Survey Book of the Ship, to aſcertain their dimenſions.

44.]—When any Sails are demanded, you are to call upon the Captains or Commanders to produce their Survey Book, in order that the dimenſions of the Sails demanded may be aſcertained.

Not to receive Boats in a reparable ſtate, except under certain circumſtances.

45.]—You are on no account to ſuffer any Boat in a repairable ſtate to be returned into Store, and iſſue another in lieu thereof, without our ſpecial authority, or that of the Port Admiral or ſenior Officer on the ſtation, unleſs it be in too bad a condition to be repaired on board, and the Ship or Veſſel to which it belongs ſhall be under ſuch orders, as to render it unlikely ſhe will remain in Port a ſufficient time for repairing the ſame on ſhore.

Not to ſupply new Hammock Cloths, except in caſes mentioned.

46.]—You are not to ſupply any new Hammock Cloths, unleſs the old ones have been returned at ſome Dock Yard, and the Receipt for the ſame produced, or condemned by the Maſter Attendant or Surveying Maſter; but in caſe they ſhould be applied for under any other circumſtances, you are to ſignify to the Captains or Commanders, that they can only be furniſhed at the principal Dock Yards.

Relative to ſupplying Stores to hired Armed Ships, &c.

47.]—You are not, except in caſes of great emergency, to ſupply hired armed Ships or Veſſels, Cutters or Luggers, with any Stores whatever, other than thoſe for which you have received or ſhall receive our expreſs authority; and a Return of all Stores iſſued by you to Ships or Veſſels of the above deſcription is to be made to us monthly according to the preſcribed Form; if, however, you ſhould at any time ſupply any Stores to Veſſels of the above deſcription, beyond what you have our directions to furniſh them with, you are not to fail noting in your Returns the authority, or your reaſons for ſo doing.

* Appendix, No. 11.

Not to receive from Ships any ſerviceable Stores.

48.]—You are not, without our directions, to ſuffer any ſerviceable Stores to be received into the Magazines of the Yard from any of His Majeſty's Ships or Veſſels.

Survey of Sails, Rigging, and Stores.

49.]—You are to pay the ſtricteſt attention to the Surveys held in the Yard upon every deſcription of Stores. When upon the ſurvey of Sails, any proportion of the Canvas of thoſe condemned ſhall be found fit for the repairs of other Sails, the ſame is to be made uſe of for that purpoſe in preference to new Canvas, and when a ſet of Standing Rigging ſhall be condemned by Survey, ſuch part thereof as ſhall be deemed fit for further Service is to be iſſued for that purpoſe; and the Spun-yarn taken from condemned Rigging is to be uſed in the Rigging Loft, or for any other purpoſes for which it may be applicable.

Surveys to be held on Stores known or ſuppoſed to be decayed, &c.

50.]—When any articles of Stores are known or ſuppoſed to be decayed, or not in a ſtate to be iſſued for the purpoſes for which they were originally intended, a Survey ſhall be held thereon by yourſelf and the other Officers of the Yard when there ſhall be ſuch, but when there ſhall be no other Officer than yourſelf, you are to take to your aſſiſtance your Chief Clerk on theſe occaſions; and when upon ſuch Survey any Stores are found to be damaged or decayed, the Report of the Survey ſhall be forthwith tranſmitted to this Office, accompanied with a Statement from what cauſes, according to the beſt judgment of the ſurveying Officers, the Stores became ſo damaged or decayed, with an account of the time when they were received into the Magazines, and from whence, and by what conveyance, with all other information on the ſubject. The Stores which ſhall have been thus ſurveyed, and found unfit for the purpoſes for which they were originally intended, ſhall, by Converſion-notes, be removed to ſuch other claſs of articles as ſhall be authorized by the Report of Survey. The Reports of ſuch Surveys ſhall have the words "*Committee of Stores*" inſerted thereon.

To tranſmit an annual account of Stores in a ſtate of decay, or likely to receive injury by lying too long in the magazines.

51.]—You are, in the month of July every year, to make out an Account agreeably to the Form preſcribed,* of the articles in Store that are in a ſtate of decay, and alſo ſuch Stores as are not likely to be brought into uſe before they receive injury from lying too long in the Magazines; deſcribing the ſtate they are in, and ſuggeſting in what way you conceive they may be moſt advantageouſly converted or otherwiſe diſpoſed of.

* Appendix, No. 12.

Acting Maſter Attendant or Surveying Maſter, in conjunction with the Maſter and Boatſwain of the Ship, to ſurvey Stores belonging to her.

Not to receive Stores unleſs they have been condemned by ſurvey, and an atteſted copy of the ſurvey delivered with them.

52.]—When there ſhall be appointed to the Yard a perſon to perform the duties of Acting Maſter Attendant or Surveying Maſter, and a repreſentation ſhall be made of there being any kind of Boatſwains Stores unfit for their proper uſe on board any Ship or Veſſel, and a Survey thereon required, he is to repair on board, and, in conjunction with the Maſter and Boatſwain of ſuch Ship or Veſſel, carefully ſurvey the ſame; and when there ſhall be an Acting Maſter Attendant or Surveying Maſter as aforeſaid, you are not to receive into the Yard any Stores of the above nature reported to be unfit for their proper uſe, unleſs they have been regularly ſurveyed as aforeſaid, and an atteſted Copy of ſuch Survey delivered to you. All convertible articles of Cordage, &c. are to be depoſited by themſelves apart from all other Stores. The Cordage is to be tallied as to ſize and length, and arranged in ſuch a manner, that any article required may be brought forth with eaſe and diſpatch.

Acting Maſter Shipwright to ſurvey Carpenter's Stores afloat.

53.]—When there ſhall be an acting Maſter Shipwright at your Yard, he is, on application for that purpoſe in like manner, when not actually engaged in more important duties, to repair on board any Ship or Veſſel, and, conjointly with the Carpenter of the ſame, ſurvey all Carpenter's Stores complained of; and in this caſe you are to govern yourſelf in receiving into the Yard any Carpenter's Stores reported to be unfit for the proper uſe, in the ſame manner as directed in the preceding Article reſpecting Stores in the charge of the Boatſwain.

Reſpecting ſurveys held on Stores afloat.

54.]—When there ſhall be neither Acting Maſter Attendant, nor Surveying Maſter, nor Acting Maſter Shipwright in the Yard, and the commanding Officer at the port ſhall iſſue an order for the ſurvey of any Stores complained of, and any Stores condemned on ſuch ſurvey ſhall be brought to the Yard for being returned into ſtore; you are, previouſly to receiving the ſame, to demand a copy, atteſted by the Captain or Commanding Officer, of the ſurvey by which they were condemned; and if you perceive any article reported to be unfit for ſervice, which, in your opinion, is in a ſerviceable ſtate, you are forthwith to make known to

us the particulars of the caſe, that ſuch meaſures may be taken thereon as the circumſtances may require.

Upon the arrival of Ships or Veſſels to refit, the Captains or Commanders are to be called upon to point out all defects in cables, ſails, and rigging: And alſo for the defects in the Carpenter's department.

55.]—Upon the arrival of any Ship or Veſſel to refit, the Captains or Commanders are to be called upon to point out any defects in the Cables, Rigging, or Sails, that the ſurvey before enjoined may be held on the articles repreſented to be defective.

56.]—The accounts of the Carpenter's Defects, atteſted by the Captain or Commander, are to be called for as directed in the preceding Article reſpecting the Defects in the Department of the Boatſwain, which are immediately to be tranſmitted to us; nor is any work on this occaſion to be taken in hand without our orders, unleſs the Commander in Chief ſhould deem it neceſſary that the work ſhould be proceeded on immediately, and give directions accordingly; or unleſs the Acting Maſter Shipwright, upon his own inſpection, ſhould find it abſolutely requiſite that any defects expreſſed therein ſhould be made good without delay, or that by taking it immediately in hand much time may be ſaved, as in the caſe of the loſs of Topmaſts or Yards, and things of that nature, which are to be forthwith ſupplied, that there may be no interruption to the Public Service.

To keep an account of all the materials uſed in repairing or refitting Ships or Veſſels, and of old iron returned from them reſpectively.

57.]—When any Ship or Veſſel ſhall have had damages repaired, or have been refitted at your Port, you are to keep an account of all the materials made uſe of on each Ship or Veſſel: and you are to take an Account of all old Iron that ſhall be returned from them reſpectively, aſcertain the weight thereof, and deduct the amount from the groſs expence incurred on each Ship or Veſſel, in order that the real expence may be charged againſt her accordingly. You are to deliver ſuch old Iron to the perſon it may be found neceſſary to employ for performing Smith's work, in payment, as far as it will go, for new Iron furniſhed, or for old Iron new wrought, or otherwiſe diſpoſe of it according to directions from us for that purpoſe.

Not to cut up condemned cables for junk.

58.]—You are on no account to cut up any returned Cables into ſhort lengths, for Junk, provided they are in a fit ſtate for being remanufactured into ſmall Cordage up to 4½ inches. You are alſo to be very careful to convert into any part of a Ship's furniture, to which it may be applicable, every part of returned Rope that may be in a ſerviceable ſtate; and in caſe any Officer ſhall refuſe to receive on board any article you have ſo converted, you are immediately to inform us thereof.

How to diſpoſe of unſerviceable Stores.

59.]—You are, as opportunities may occur, to ſend to Woolwich, Deptford, or ſuch other place as may be directed, all returned Cables and articles of Rigging of the kind beforementioned, or any other unſerviceable Stores that cannot be converted in your Yard; and alſo ſuch old Cables and Rigging as may be fit only for Paper Stuff.

Not to iſſue junk for ſwabs.

60.]—You are not to iſſue any Junk for making Swabs; but, in lieu thereof, you are to ſubſtitute old Hammocks, old Canvas, Shakings, or worn ſmall Cordage, that will not draw into Yarns.

What junk to ſupply for making nettings.

61.]—Whenever a demand ſhall be made upon you for Junk, for making Sinnott for guard or boarding Nettings, you are to cut the ſame from the parts which are the moſt worn of condemned Cables.

To add the preſcribed per-centages to the value of Stores ſupplied to other than His Majeſty's Ships and Veſſels.

62.]—When, having authority ſo to do, you ſhall at any time ſupply Stores to any other than His Majeſty's Ships and Veſſels, you are to be careful to add the preſcribed per-centages to the value of all ſuch Stores. You are not, however, to ſtate the per-centage on each particular article, but on the groſs amount of the whole of the Stores ſupplied.

To pay ſalvage.

63.]—You are to be very careful not to delay the demanding of all Anchors, or other Stores belonging to the King, which ſhall be taken up or recovered; and for all ſuch Anchors and other Stores delivered into the Yard, upon Salvage, by perſons not in His Majeſty's Service, you are to pay the rate of Salvage on each article according to the inſtructions you have received or may hereafter receive from us on that head; and whenever any Anchors or Cables have been removed by perſons not in His Majeſty's Service, and Salvage ſhall be claimed for the ſame, you are to ſtate to us the particulars of the caſe, and, as far as upon enquiry you may be able, whether they might not have been recovered by the Ship or Veſſel to which they belonged.

To receive ſpecified fees for ſums paid for ſalvage.

64.]—Upon all occaſions when you ſhall pay Salvage, you are to deduct from the groſs ſum the Fees under-mentioned; viz.

				s.	d.
From £. 5	to £. 10	-	-	3	—.
— 10	- 15	-	-	7	6.
— 15	- 20	-	-	10	6.
— 20	and above	-	-	15	—

Theſe Fees are to be included in the Account of Fees tranſmitted quarterly by you to this Office.

To forward all letters, &c.

65.]—You are to take care to forward, without delay, according to their reſpective addreſſes, all Packets, Letters, &c. which may be ſent to you from the Admiralty, or by us, for the Officers of the Fleet.

Allowances of ſtationary to the acting Officers.

66.]—When there ſhall be an Acting Maſter Shipwright in your Yard, you are to ſupply for the uſe of his Office the annual allowance for Stationary, which has been or may be by us directed, and with ſuch Candles as you may conſider neceſſary to be uſed therein; and when there ſhall be an Acting Maſter Attendant, or Surveying Maſter, you are for his Department to make the ſame allowances.

To make timely demands for Stores for the department of the Maſter Ship-

67.]—In order to prevent the neceſſity of purchaſing Stores for the uſe of the Department of the Acting Maſter Shipwright, when there ſhall be ſuch in the Yard, you are to make timely

timely demands for ſuch Stores as may be wanting, and application for thoſe due on previous demands; but, in caſe of its being abſolutely neceſſary to purchaſe any Stores, in order that the Service may not be impeded, you are to procure the ſame on the beſt and cheapeſt terms in your power, calling on the Acting Maſter Shipwright to aſſiſt you therein, to the end that no article be purchaſed but what is in every reſpect ſuitable to the purpoſe for which it is required. You are alſo, when neceſſary, to hire Sawyers on the beſt terms you can, for making the requiſite converſions.

wright, to prevent the neceſſity of purchaſing them.

68.]—When Warrants of Appointment of the Warrant Officers of His Majeſty's Ships and Veſſels, and other Inſtruments upon which Fees are to be received, ſhall be ſent to you from this Office, you are, previouſly to the delivery of the ſame to the Parties, to receive the Fees marked on them reſpectively; and tranſmit to us quarterly, according to the Form preſcribed *, an Account of all Fees you ſo receive, in which you are alſo to inſert the Warrants, or other Inſtruments, which have not been delivered, and the ſums due thereon. You are in like manner to tranſmit to us, annually, an Account, according to the Form preſcribed *, of the whole of the Fees you have received. You are alſo, annually, to ſend to us an Account, according to the Form preſcribed *, of all Fees due on Warrants or other Inſtruments, which have not been delivered, ſpecifying ſuch Warrants or Inſtruments as may have been transferred to other Yards.

Fees on warrants, &c.

* Appendix, No. 13.

* Appendix, No. 14.

* Appendix, No. 15.

69.]—You are from time to time, as may be neceſſary, to make application to us for ſupplies of ruled Paper, Abſtracts of Acts of Parliament, Tickets, Forms, and all other allowed paper for the uſe of His Majeſty's Ships and Veſſels; and alſo a ſufficiency of Paper to Maſters of Hired Cutters and Luggers, for keeping Muſter Books of their Crews, as well as all printed Papers for the ſervice of the Yard; and you are, according to the Form * annexed, to keep a correct Account, and tranſmit it quarterly to this Office, of the Receipts, Iſſues, and Remains of all ſuch Papers, &c. And you are hereby moſt ſtrictly enjoined and directed to ſee that no ruled Paper provided at the Public expence, be, on any account or pretence whatever, ſuffered to be uſed for any other purpoſes than thoſe for which ſuch ruled or Office-paper has been or ſhall be applied; and notice to this effect is to be conſtantly affixed to ſome conſpicuous part in your Office, as a general caution on the ſubject.

Demand for ruled paper, forms, &c.

* Appendix, No. 16.

70.]—You are, upon demands being made to you, ſigned by the Captain or Commander, or Officer commanding His Majeſty's Ships or Veſſels, for a ſupply of any of the articles aforeſaid, to iſſue the ſame, but in every ſuch demand ſhall be inſerted the time when, and the quantity with which the Ship or Veſſel was laſt ſupplied, together with an Account of the Expenditure and Remains, and whether the Ship or Veſſel be going abroad, that you may judge of the reaſonableneſs of the demand, and not iſſue a greater quantity than the caſe may require.

Iſſue of paper.

71.]—You are to have the charge of all Slops, Beds and Bedding. When you ſhall receive any of the above articles, and there ſhall be marked upon the Packages or Caſes containing them the weight of each Package or Caſe, you are to weigh all ſuch Bales and Caſes ſeparately; and if a deficiency of three pounds in a Bale of Blankets, or four ounces in a Caſe of Shoes be diſcovered, the contents of ſuch Bale or Caſe are to be immediately examined, and the deficiency or overplus is to be reported by you to this Office. You are not to fail ſending to this Office the Weekly, Monthly, and Annual Returns preſcribed in the Appendix * relative to Beds and Slop clothing.

Slops.

* Appendix, Nos. 17, 18, and 19.

72.]—The Slops provided for His Majeſty's Naval Service being packed in Bales of two ſizes for the convenience of ſupplying the ſmall Bales to the inferior claſſes of Ships and Veſſels, you are not to open any Bales to take from them ſmall quantities of Slops, as has heretofore been done; but you are to iſſue them whole, except to ſmall Veſſels whoſe Slop-rooms are ſo confined as not to admit whole Bales of even the ſmall kind, in which caſes you are to ſupply ſuch proportions of Slops as may be required, and can be kept on board without danger of their being ſpoiled.

Slops.

73.]—You are not to iſſue to any Ship or Veſſel a greater quantity of any ſpecies of Slops than is reſpectively allowed them by the eſtabliſhment ſet forth in the Appendix *; and for your guidance on that head you are, whenever any Slops are demanded, to call upon the Purſer to produce you an Account of his remains of Slops, atteſted by the Captain or Commander, upon which you are to furniſh him with ſuch quantities of Slops, as, together with his remains, will amount to the eſtabliſhment; and for Veſſels that have no Purſer, the Account aforeſaid is to be furniſhed you by the Officer by whom the Veſſel is commanded.

* Appendix, No. 20.

74.]—You are to inform the Purſers and others who ſhall be ſupplied with Slops, that they are to iſſue, firſt, the Slops which have been longeſt on board; and that when the Slops in their charge ſhall have been on board twelve months, they are, as ſoon afterwards as may be, to apply for a Survey on the ſame, and are to receive from the Surveying Maſters a Certificate in the Form preſcribed *, and on the day of the Survey re-charge themſelves with all ſuch as ſhall be found in good conitdion, and fit to be iſſued. If the Surveying Officers ſhould find any Slops damaged or unſerviceable, they are to add to the Certificate beforementioned the preſcribed Declaration *; but if a Purſer or other perſon on the Home Station, charged with Slops, ſhall omit to have the annual Survey taken as above directed, and any Slops in their charge ſhall be damaged or decayed, you are not, without our ſpecial authority, to receive ſuch Slops into ſtore, in caſe the ſame ſhall have been on board more than twelve months.

Slops.

* Appendix, No. 21.

* Appendix, No. 22.

75.]—You are to give credit to Purſers, and other perſons having charge of Slops, for all Wrappers and Caſes they may return, that the charges for the ſaid articles may be taken off

Slops.

To receive wrappers returned.

off on the paſſing of their Accounts; being careful, however, not to receive or give credit for any Wrappers unleſs they are complete and undamaged.

Hair beds.

76.]—Whenever you ſhall have Hair Beds in ſtore, you are to iſſue them to Ships employed on Home Service, in preference to Ships which may be deſtined for Foreign Service; and you are to acquaint the Purſers and other Officers to whom the ſaid Beds may be iſſued, that on the ſame being returned into Store, the Men will be allowed at the rate of twelve pence per pound for the hair, which you are to pay accordingly.

How to addreſs letters, &c. to the Board.

77.]—His Majeſty having, by an Order in Council, directed that the buſineſs of this Office ſhall be carried on in Committees, viz.:—

A Committee of Correſpondence;
A Committee of Accounts; and
A Committee of Stores;

all letters, &c. are to be addreſſed to our Secretary; and you are to put into ſeparate covers ſuch as belong to Stores or Accounts, marking the ſame in the corner on the outſide, that they may be referred to the proper Committee accordingly.

To prepare and tranſmit the annual eſtimate under the head of Ordinary.

Appendix, No. 23.

78.]—You are, in conjunction with the Acting Maſter Attendant, or Surveying Maſter and Acting Maſter Shipwright, (when there ſhall be ſuch Officers in the Yard) to prepare each year, and tranſmit to us, ſo as to be at this Office on the Wedneſday neareſt the 15th of October, an Eſtimate made out according to the preſcribed Form *, of the probable expence of the following year, under the head of Ordinary.

RELATIVE TO MUSTERING HIS MAJESTY'S SHIPS AND VESSELS.

To require complete Muſter-books.

79.]—You are to require from the Captain or Commanding Officer on board of every Ship or Veſſel belonging to His Majeſty, on her arrival within your check, a true and perfect Muſter Book, ſigned by the Commander, Purſer (if one borne) and the other ſigning Officers, of the Officers and Company then actually borne, with their Numbers, Entries, Names and Ratings; and if any ſuch Commander or Commanding Officer ſhall refuſe or delay to deliver to you ſuch Book, you are immediately to report the ſame to us, and alſo note it in your column of Obſervations in your Weekly Returns. You are to prefix to every Muſter Book which ſhall be delivered to you, the Muſter Table preſcribed *, the ſeveral columns of which are to be correctly filled up.

Appendix, No. 24.

How Officers are to be entered.

80.]—Captains and Lieutenants appointed to any Ship or Veſſel ſhall be entered from the dates of their Commiſſions reſpectively, but when appointed to ſucceed others, or removed from another Ship, they are to be entered from the day of their appearance, or diſcharge from their former Ship; and all other Officers are invariably to be entered from the day of their appearance.

Acting Officers, and Officers at ſick quarters.

81.]—Captains, or other Officers ſerving by order, in the room of others abſent, are to be borne on the Supernumerary Liſt. When an Officer ſhall be ſent to ſick quarters, and another ſhall be appointed to act in his room, he ſhall be continued on the Books of the Ship to which he belongs for ſix weeks; but when no Officer ſhall be appointed to perform his duty, he ſhall be continued on the Books during the whole time he ſhall be abſent in ſick quarters.

How to muſter Ships and Veſſels.

82.]—You are to muſter all Ships and Veſſels, as before deſcribed, immediately on their coming within the limits of your check, and to tranſmit weekly to the Admiralty and to this Office, ſo as to arrive regularly every Wedneſday, a Return according to the annexed Form*, of the ſtate and condition of all the Ships and Veſſels within your limits; in which Return you are to ſtate the ſeveral Muſters taken, and alſo the place where the Ships were reſpectively lying. You are, at the ſame time, to tranſmit to this Office a Weekly Liſt, according to the annexed Form*, of all Ships and Veſſels hired into His Majeſty's ſervice which ſhall have been muſtered in the preceding week as aforeſaid.

Appendix, No. 25.

Appendix, No. 26.

Muſtering continued.

83.]—You are to muſter the Officers and Company (including the Marines) of every Ship and Veſſel, at uncertain times, but at leaſt once in ſeven days during their continuance within the limits of your check; and you are to obſerve that no reaſon will be conſidered ſufficient for omitting to muſter a Ship or Veſſel regularly, as herein directed, excepting the ſtate of the weather being ſuch as to render it impracticable. And when, from any impediments to the ſame, it ſhall have happened that any Ship or Veſſel has not been muſtered the preceding week, you are to muſter ſuch Ship or Veſſel in preference to thoſe which were more recently muſtered.

How to mark the Muſter-books.

84.]—You are to mark upon the Muſter Book the perſons preſent, and thoſe abſent, at each muſter, giving a letter according to the practice of the Navy to thoſe preſent, and putting a croſs (×) againſt the names of ſuch as may be abſent without leave; and if any perſon ſhall be abſent at three ſucceſſive muſters without leave, you are to mark him with an R. as Run, and expreſs againſt his name the day he left the Ship. The Captain ſhall not be called by name, but you are to enquire if he is on board, and if not, you are to mark him abſent, but in no caſe to put an R againſt his name. If he, or any other perſon, be abſent on leave, you are to inſpect the order for that purpoſe, and to note in the Muſter Books and in your Weekly Returns, for what time, and by whoſe authority ſuch leave ſhall have been granted.

How abſentees are to be noticed.

85.]—All perſons who at the muſter of a Ship ſhall be found to have been abſent on leave for more than one day, ſhall have a mark thus (✓) ſet againſt their names, and be checked of their proviſions from the time of their leaving the Ship; thoſe abſent one day only, or on duty, are not to be checked, and the Commanding Officer is to deliver to the Muſtering Clerk a Liſt,

a Liſt, ſigned by himſelf, of their Names, diſtinguiſhing thoſe on leave from thoſe on duty; and which Liſt you are to tranſmit weekly to the Admiralty, retaining a duplicate thereof in your Office as your Voucher for not checking the perſon therein named, although abſent at the time of muſter.

To notice the ratings.

86.]—You are to take care that no Boy be rated as an Able Seaman on any account whatever, and that the number of Attendants allowed to Flag Officers reſpectively, who are borne on a Supernumerary Liſt, in Flag Ships, be actually and *bonâ fide* the domeſtic Servants of ſuch Flag Officers.

To muſter hired Ships and Veſſels.

87.]—All armed Ships, Tenders, Storeſhips, Navy Tranſports, and all other Veſſels hired under the direction of this Department, are to be ſtrictly muſtered in the ſame manner as the King's Ships: and you are particularly directed to call on the Commander or Maſter of any ſuch Ship or Veſſel for the Contract or Charter-party (or an atteſted copy thereof) under which they ſerve, to be produced for your inſpection, noting if, in your opinion, they are weakly manned, or have an over proportion of Boys; diſtinguiſhing the qualities of Men and Boys in the beſt manner poſſible. You are to report the whole to this Office, in order that in caſe of any deficiency, the Ships or Veſſels may be diſcharged or mulcted, as circumſtances may render proper.

To be reſponſible for all muſters made by his Clerks.

88.]—You are to be reſponſible for the correctneſs of all Muſters made by your Clerk afloat, in the ſame manner as you are anſwerable for all Muſters made by him on ſhore.

Muſter-books.

89.]—In making out the Muſter Books for this Office, you are carefully to ſet off the Muſter Letter, and the number borne, muſtered, and checked, in order that the Ship's Pay Books and Victualling Accounts may be adjuſted.

To ſend to the Navy Office the original Muſter-books of Ships and Veſſels which have ſailed from under his check:

90.]—When Ships or Veſſels ſhall have ſailed from under your check, you are to tranſmit to this Office their original Muſter Books as ſoon as poſſible, eſpecially in time of war, ſo as to prevent the double payment of Bounties; and, at the end of each quarter, you are to tranſmit to us the original Muſter Books of all Ships and Veſſels which are ſo ſtationed as frequently to come within the limits of your check.

And, at the end of each quarter, the original Muſter-books of Ships and Veſſels ſo ſtationed, as frequently to come under his check.

To ſend Liſts of Maſters and Second Maſters muſtered.

91.]—You are to tranſmit to this Office, weekly, in time of war, a Liſt according to the annexed Form*, of Maſters and Second Maſters muſtered, noting ſuch as may be abſent or wanting, and diſtinguiſhing ſuch as may be at ſick quarters; and you are in like manner, and according to the annexed Form*, to tranſmit a Weekly Liſt of Surgeons and Aſſiſtant Surgeons to the Commiſſioners for Tranſports and for Sick and Wounded Seamen.

* Appendix, No. 27.

* Appendix, No. 28.

Alſo Surgeons and Aſſiſtant Surgeons.

Allowance to Boats Crew when employed on muſtering, in lieu of Proviſions.

92.]—When a Boat, and a Crew for the ſame, ſhall be allowed you for muſtering His Majeſty's Ships and Veſſels, you are, for every day you ſhall be employed on that ſervice, to pay each of them one Shilling per day, in lieu of Proviſions; but they ſhall not on any account, or in any caſe whatever, be victualled on board any of His Majeſty's Ships or Veſſels.

How to be ſupplied with Money for carrying on the Public Service.

93.]—Upon entering on the duties of your Office, you are to receive from your predeceſſor or his repreſentative ſuch Money belonging to the Crown as may have been in his hands at the time of his death or removal, and charge yourſelf with the ſame; and whenever you ſhall require money for carrying on the Public Service, you are by letter to inform us thereof, ſtating to us the ſum you propoſe to draw for, and the known or probable ſervice for which the ſame may be required, and ſpecifying the amount then remaining in your hands; and, upon receiving our authority for ſo doing, you are by Bills, according to the preſcribed Form*, to draw on us, at ſeven days ſight, for ſuch ſum as we may direct for the occaſion; and you are not to fail carrying to the credit of Government in your Quarterly Caſh Account the amount of the Premium on all Bills which you ſhall ſo draw, and to take credit for the amount of any Diſcount that may be incurred.

* Appendix, No. 30.

Caſh Account.

94.]—Your Caſh Account Current, according to the preſcribed Form*, with all Vouchers belonging to it, are to be ſent quarterly to this Office, for paſſing your Accounts annually.

* Appendix, No. 29.

To make Returns as directed.

95.]—You are to take care that all the Returns, according to the reſpective Forms inſerted in the Appendix, be duly tranſmitted to this Office at the particular periods expreſſed upon them reſpectively; and you are to obſerve that theſe Returns are to be punctually tranſmitted, whether or not any circumſtances have occurred to make it neceſſary to fill up the columns therein.

Allowance when on diſtant Service.

96.]—You are not to have any allowance for Subſiſtence or Travelling while employed within the limits of your check, but when employed on duty beyond thoſe limits, you will be allowed Ten Shillings per diem if employed afloat, and Fifteen Shillings per diem if travelling on ſhore, beſides your actual carriage-hire; and, at the expiration of each quarter, an Account is to be tranſmitted to this Office of the time you may have been abſent afloat, or on journies on ſhore in the preceding quarter; noting on each occaſion the diſtinct ſervices you were upon, and the time you were abſent.

To be reſponſible for his Clerks.

97.]—Although you may in ſome caſes depute your Clerks to act for you, yet you will be, nevertheleſs, conſidered generally accountable for the true and faithful execution of all the Duties attached to your Office, and therefore it is expected that, on all occaſions, you do, if poſſible, perſonally attend the ſervices carrying on, at the ſame time the preference ſhall be given to that which you may conſider of the moſt importance; and if at any time you ſhould meet with any obſtruction in carrying on any part of your duty, or diſcover miſconduct or irregularity in any Officer, Clerk, or other Perſon employed in the Yard, you are immediately to report to us the circumſtances of the caſe.

Interest in the Purchase, Sale, or Hire of Veſſels, and Stores forbidden

Fees forbidden.

98.]—You are not, either directly or indirectly, to have any intereſt or concern whatever in any Veſſel which may be purchaſed or hired for the ſervice of Government, or in the purchaſe of any Veſſel from Government, or in any Stores purchaſed or ſold by Government; nor are you, or any perſon for you, to demand or receive under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward, from any Contractor, Tradeſman, Workman, or other perſon having any connexion, either as a Principal or an Agent, with any part of your public Duty, or having buſineſs to tranſact either at the Yard or at this Office; nor are you, or any perſon in your behalf, to receive any Fee, Gratuity, or Reward whatever, for the nomination or appointment of any Clerk or perſon to be employed in any capacity in the Yard. To this effect you, as well as every other Officer and Clerk in the Yard, before entering on the Duties of your reſpective Offices, ſhall take an Oath *, and give Bond *, according to the Form preſcribed. You are, as having the charge of Money and Stores, to enter into an additional Bond *; and in caſe of default in either caſe you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Oath and Bond to be taken.

* Appendix, No. 33.
* Appendix, No. 34.
* Appendix, No. 35.

RESPECTING THE KEEPING AND MAKING UP OF STORE ACCOUNTS.

99.]—Your Store Accounts are to conſiſt of the following Vouchers and Documents, by which you will be regularly charged with, and diſcharged of, the ſeveral Stores committed to your care.

VOUCHERS and DOCUMENTS appertaining to the Debtor Side of your Store Account:

(A.) The original Bills of Lading of the Stores ſent you from other Yards by Store-ſhips, Tranſports, or other Veſſels.

(B.) The original Way-Bills of the Stores ſent you occaſionally from other Yards by Land Carriage.

(C.) Duplicates of the Receipts for Stores returned from His Majeſty's Ships.

(D.) Converſion Receipt Notes, or Accounts of the Stores made in the Yard by Converſion, or Accounts of Stores, the denominations of which have been changed by its having been found expedient or neceſſary to remove them from one Claſs of Articles to another.

(E.) Rough Receipt Books.

(F.) Correct Copies of the Totals of each Day's entry in the Rough Receipt Books of all Stores purchaſed.

(G.) Quarterly Abſtracts of the above-mentioned Vouchers and Documents.

(A.)—*Bills of Lading* are to be aſſorted and numbered in the order of the time the Stores mentioned in them reſpectively were delivered; and in the ſame order, attached together, for being abſtracted. Should any Quantities or Numbers of any Articles mentioned in theſe Vouchers, not have been wholly delivered, the circumſtance is to be noted in the laſt column thereof againſt the Articles, by the words "not received," which are to be written in Red Ink, and a Liſt of which *ſhort Deliveries* is alſo to be entered at the end of the Bill of Lading, to which you are to require the ſignature of the Maſter of the Veſſel as his admiſſion of the fact, with ſuch explanation of the cauſe thereof as he may be able to give; and an atteſted Copy of every ſuch Liſt is immediately to be tranſmitted to this Office, in order that ſteps may be taken to prevent any loſs being ſuſtained by His Majeſty on account of ſuch Non-deliveries. You are to take notice, that you will not be allowed Credit in your Store Account for *Non-Deliveries* on any Documents that may not be ſigned as above directed; and alſo by one of the Yard Officers as a witneſs to the ſignature of the perſon admitting the Non-Delivery; and in caſe there ſhould be no ſuch Yard Officers, the ſignature of one of your Clerks will be required.

(B.) *Way Bills* being of the nature of Bills of Lading, are in like manner to be aſſorted, numbered, and attached together, and any deficiency of Delivery is to be noticed in all reſpects as in the caſe of Stores delivered by Bills of Lading.

(C.) *Receipts for Stores* returned from His Majeſty's Ships and Veſſels are to be made out in duplicate, according to the Form preſcribed, and ſigned by you cloſe to the inſertion of the laſt Article, and counterſigned by the Officers returning the Stores; one of which duplicates is to be given to the Officer who returned the Stores, and the other retained by you. The duplicates, retained by you, are to be numbered and preſerved for making up your Store Accounts; and, being ſecurely attached together, are to be abſtracted in the order in which they are numbered, all of which Receipts are to be ſent to this Office with your Quarterly Store Accounts. All Stores returned in lieu of others ſupplied are to be noted on the Receipts.

* Appendix, No. 36.

(D.)—*Converſion Receipt Notes* are to be made out according to the Form* preſcribed, and kept for charging yourſelf with the Articles made from Stores iſſued for ſuch purpoſes. Converſion Receipt Notes are alſo to be made out and kept, for bringing to account other articles of Stores, which, from ſurveys held thereon, it may have been found expedient or neceſſary to remove to another claſs of articles than that under which, before ſuch ſurvey, you ſtood charged with the ſame. Theſe documents, in their reſpective order of dates, are alſo to be ſecurely attached together for being abſtracted.

* Appendix, No. 36.

(E.)—*Rough*

(E.)—*Rough Receipt Books*, according to the preſcribed Form*, are to be kept by your Clerk, in which muſt be noted the days of arrival, and names of any Ships or Veſſels with Stores for the Yard, the names of the Maſters, the Yard where the Stores were ſhipped, and the dates of the Bills of Lading; an Account therein is alſo to be kept of the Stores as they ſhall be reſpectively landed. * Appendix, No. 38.

Way-Bills, and the Stores received by them, are to be noted in the Rough Receipt Books in the ſame manner.

When Stores are returned from any of His Majeſty's Ships or Veſſels, the Clerk who ſhall attend the Receipt of ſuch Stores ſhall, at the time the Stores are returned, note in his Rough Receipt Books the names of the Ships, and the Officers returning the ſame; but the particulars of ſuch Stores in thoſe caſes need not be inſerted therein; and the above directed notations are to be ſigned by the Clerk by whom the aforeſaid Stores were received.

No Stores ſhall be received into the Yard without both yourſelf and your Clerk being preſent at the Receipt thereof; and when the Stores to be received ſhall have been purchaſed, an Entry is to be made in the Rough Receipt Books, of the names of the perſons of whom you purchaſed the reſpective Stores, and the dates of the Warrants authorizing you to make ſuch purchaſes. Upon the receipt of all Stores, there ſhall be inſerted in the Rough Receipt Book, the time when the Stores were received, with the particulars of each *Draft of the Scale*, with reſpect to Articles received by weight; the amount of each *Tale* of Articles received by number; the weight and number of ſuch Stores as are received both by *weight* and *number*; and alſo an account of the quantities received by *Meaſurement*, taking particular care that all Articles delivered be *weighed, counted*, or *meaſured* in the moſt correct manner, noting the total weight or number, or both, when the caſe requires it, and alſo the total quantity received by meaſurement of each day's Receipt of every Article; and, at the completion of every Receipt of Stores, you and your Clerk, before you ſeparate, are to ſign your names to the entry thereof in the Rough Receipt Books. Should it however happen from any circumſtances, that either you or your Clerk may be abſent at the receipt of any Stores purchaſed, the one that ſhall have been abſent ſhall on no account join his ſignature in the Rough Receipt Book to that of the other who attended the receipt thereof; but the perſon who actually received the Stores ſhall in the Book aſſign the reaſon why he alone attended on the occaſion.

When there ſhall be one or more Officers belonging to the Yard beſides yourſelf, the Clerk of either, as ſhall be moſt convenient in reſpect to the duties then carrying on, ſhall alſo attend, and keep a counterpart Rough Receipt Book.

At the end of every month, theſe Rough Receipt Books are to be cloſed, and the preſcribed Declaration* to be ſubſcribed to, both by yourſelf and your Clerk, which ſhall alſo be done by the Clerk of any other Officer, when there is one, in his counterpart Rough Receipt Book, in which latter caſe you are not required to ſubſcribe thereto. * Appendix, No. 39.

When Stores ſhall be delivered into the Yard for which Salvage is claimed, a particular account thereof ſhall, at the time the Stores are received, be in like manner taken in the Rough Receipt Books.

(F.)—*Copies of the Total Quantities* of each day's Receipts of Articles purchaſed by you, or delivered into Store upon Salvage, are to be made according to the Form* preſcribed, from the *Rough Receipt Books*, and be abſtracted accordingly. * Appendix, No. 37.

The foregoing Vouchers and Documents, or any others, by which Stores may come into your charge, are to be made up into Quarterly Books, and the quantities or numbers of Stores expreſſed in ſuch Vouchers and Documents reſpectively are to be inſerted in the Abſtract, in the order in which the Vouchers and Documents are compiled, and to be ſent hither Quarterly for examination, with the credit Vouchers hereafter mentioned.

(G.)—*The Quarterly Abſtracts*, according to the Form preſcribed*, *of Stores received*, are to be made up from the aforeſaid ſeveral Vouchers and Documents; obſerving, that all Stores included therein are to be abſtracted, excepting thoſe which ſhall be found in ſuch a ſtate that they cannot by Converſion or Sale, or in any way whatever, be turned to any advantage; and againſt ſuch Stores reſpectively, the words "*no Value*" are to be written, that it may be ſeen why ſuch Articles are not charged to you in the Abſtract when they are examined by the Debtor Vouchers, &c. above-mentioned; and whenever it ſhall happen that the notation "*No Value*" is ſet againſt any Articles of Stores, the Officer to whoſe Department the Stores ſo marked ſhall appertain is to affix the Initials of his Name to the notation, as a proof that the Stores have been examined by him, and found to be in the ſtate repreſented; without which Words and Initials the omiſſion of charging them to your Account will not be ſanctioned on the examination of your Store Account, but you will be charged with them as worn ſerviceable Stores. A Copy of each Quarterly Abſtract is to be made, and ſent to this Office with the Vouchers for examination. * Appendix, No. 32.

You are not to abſtract the Article of CONDEMNED RIGGING, under the ſeveral denominations it may bear in the Receipts, but in Fathoms under the general deſcriptions of Old Rope for Rounding, when it is of nine inches or under and fit for that purpoſe; but ſuch of the ſizes above-mentioned as ſhall be fit only for paper ſtuff, is to be abſtracted as ſuch by weight accordingly. Rope of above nine inches, fit only for Junk, is to be abſtracted as ſuch by weight.

OLD SAILS, which are in ſo bad a ſtate as to be unfit for further uſe as ſuch, are to be abſtracted as Old Canvas, by the *yard* or by *weight* when the parts thereof are rags only; you are to charge yourſelf with the Bolt Rope, cut out of Sails of the above deſcription, as

Paper

Paper Stuff, and alſo ſuch of the Points, Robins and Gaſkets, as ſhall not be fit for their original uſe.

WORN SAILS are to be abſtracted to the Account of New Sails, it being unneceſſary to keep up in your Accounts the diſtinction between new and worn Sails, while the latter are fit for ſervice. You are to obſerve, that in each of thoſe, and in ſimilar caſes, the head they are abſtracted to is to be written againſt them reſpectively on the Duplicate of the Receipt, which was given to the Officer by whom the Stores were returned into Store.

You are alſo allowed to omit the WEIGHT of all Articles in your Abſtract that can be ſatisfactorily accounted for by Tale, and the TALE of ſuch Articles as can be more ſatisfactorily accounted for by weight, it being conſidered as very ſeldom requiſite to bring Articles to account both ways in your *Abſtracts*, although it is neceſſary that both the Weight and Tale ſhould continue to be inſerted in the *original Vouchers* and Documents.

You will receive from us a Specification of the Articles above alluded to.

DESCRIPTION OF THE VOUCHERS WHICH ARE TO FORM THE CREDIT SIDE OF YOUR STORE ACCOUNT.

Receipts from Officers of His Majeſty's Ships and Veſſels for Stores delivered to them denominated.

(H.) Iſſues of Stores to Ships.
(I.) Iſſues of Stores for the uſe of the Yard.
(K.) Iſſues of Stores for Converſion.
(L.) Iſſues of Stores by Tranſportation.
(M.) Quarterly Abſtracts of the above-mentioned Accounts.

(H.)—ISSUES OF STORES TO SHIPS.—When Stores are ſo iſſued, regular Receipts for the ſame according to the Form* preſcribed, are to be given by the Officer to whom ſuch Stores are to be charged. All Stores iſſued in lieu of others returned, are to be ſo noted in the Receipts.

* Appendix, No. 40.

(I.)—ISSUES OF STORES FOR THE USE OF THE YARD.—When Stores ſhall be required for this purpoſe, and at the time there ſhall be an Acting Maſter Attendant, or an Acting Maſter Shipwright, they are to be demanded by Note according to the Form preſcribed*, which Note is to be ſigned by the Officer to whoſe Department the Stores ſhall appertain, and under whoſe directions the Stores are to be applied. When there ſhall be no Officer of the above deſcription, the Iſſue Note is to be ſigned by yourſelf, and the propriety of ſuch expenditure in both caſes will be judged of by this Board. Upon all occaſions, when conſiderable Expenditure is required, you are previouſly to take our directions thereon, and annex the date of our Warrant authorizing ſuch Expenditure to the Account thereof, as your authority for the ſame.

* Appendix, No. 41.

(K.)—ISSUES OF STORES FOR CONVERSION.—When it ſhall be neceſſary that Stores ſhould be iſſued for this purpoſe, and at the time there ſhall be an Officer acting as Maſter Attendant or Maſter Shipwright, they are to be demanded by Note according to the preſcribed Form*, and ſigned by the Officer to whoſe Department the Stores ſhall appertain. But when there ſhall be no Officer of the above deſcriptions, the ſignature to the Note by the Maſter Workmen, if there be any ſuch in the Yard, according to the nature of the Stores to be converted, will be required.

* Appendix, No. 41.

(L.)—ISSUES OF STORES BY TRANSPORTATION.—When Stores are to be ſhipped from your Yard the Bill of Lading of ſuch Stores is to be made out in duplicate, according to the Form preſcribed, * and ſigned by the Maſter of the Ship or Veſſel on board which the Stores ſhall be ſhipped (if he be to have charge of the ſame) or by ſuch other perſon as ſhall have the charge thereof, which Bill of Lading ſhall be alſo counterſigned by you. One Duplicate of the Bill of Lading is to be kept by you, as part of your Quarterly Store Accounts, and a Copy thereof you are to ſend without delay to this Office, and the other Duplicate is to be given to the Maſter of the Ship or other perſon who has charge of the Stores, which will be his invoice, and is to be delivered to the perſon to whom the Stores ſhall be conſigned. When Stores ſhall be put on board any Ship or Veſſel for more places than one, the Maſter or other perſon charged with the Stores is to have a diſtinct Bill of Lading for each place to which the Stores may be reſpectively conſigned.

* Appendix, No. 42.

Should there be any other means than what are mentioned or alluded to in the foregoing directions reſpecting Credit Vouchers, by which you may be entitled to credit for Stores expended or iſſued, you are to be careful that the Vouchers are ſtrictly correct, properly ſigned, and otherwiſe fully authenticated, without which they will not be admitted as ſatisfactory for your being allowed credit for ſuch Stores in your Accounts.

The foregoing Credit Vouchers and Documents are to be made up into Quarterly Books, attached together, each kind by itſelf, and are to be abſtracted therefrom in the order in which they are compiled. The whole are then to be ſent to this Office Quarterly for examination with the *Debtor* Vouchers, Documents, and Abſtracts before mentioned. The Bills of Parcels delivered with Stores purchaſed by you, are alſo to be ſent to this Office with your other Store Accounts, attached together according to their reſpective dates.

* Appendix, No. 31.

(M)—THE QUARTERLY ABSTRACTS, according to the preſcribed Form* of Stores iſſued, are to be made and diſpoſed of in the ſame manner as the Abſtracts of Stores received; obſerving, that when it ſhall become neceſſary to introduce new heads in the Abſtracts for Stores, the denominations

denominations of which may not be found in the printed Form, the Stores ſo introduced are in the Abſtracts of Receipts, and alſo of Iſſues, to be placed in the correſponding pages in the reſpective Abſtracts. A Copy of each Quarterly Abſtract is to be made and ſent to this Office with the Vouchers, for examination, within one month after the expiration of each Quarter.

QUARTERLY BALANCE.—When the before-mentioned Vouchers and Abſtracts thereof have been examined at this Office, and the errors, if any, diſcovered therein, ſhall have been ſent to you with the Vouchers and Documents for correcting the Abſtracts kept with you, and the ſame be done, and we acquainted therewith, you are to make up a Quarterly Balance according to the Form * preſcribed, and ſend a Copy of it to us for being examined by the Abſtracts before received.

*Appendix, No. 32.

GENERAL DIRECTIONS RESPECTING STORES AND STORE ACCOUNTS.

Stores not to be ſold.

You are not to ſell Stores of any kind, however unſerviceable, without our ſpecial directions applied for and obtained, and when you make ſuch applications, you are to deſire directions may in each caſe be given you, with reſpect to how you are to clear your Store Account of ſuch Stores as may be ſold.

Reſpecting the Balances being altered when the real remains are found to differ from the Accounts thereof.

The Balance of the Store Accounts ſhall be made up with the utmoſt correctneſs; and when it ſhall happen that the Balance of any article by the Account does not agree with the actual Remains thereof, the fact ſhall be forthwith communicated to us by a Certificate aſſigning the cauſe of the difference, if known, and propoſing in what way the neceſſary credit or charge ſhall be ſettled on the Store Account. The words "*Office for comptrolling the Storekeeper's Accounts,*" are to be inſerted at the foot of the ſaid Certificate.

Laſtly, The foregoing Inſtructions are formed for your guidance in the general performance of the duties of your Office; but you are to be equally obſervant of all Orders not contradictory to theſe Inſtructions you may now be under, which it has not been deemed neceſſary to inſert herein; and alſo ſuch as you may, from time to time, receive from us hereafter.

(Signed)

BARHAM. (L. S.)
JOHN FORDYCE. (L. S.)
ROGER CURTIS. (L. S.)
WM DOMETT. (L. S.)
AMBROSE SERLE. (L. S.)

Office of Naval Reviſion,
4th December 1806.

(A Copy)
John T. Briggs,
Secretary.

THE SIXTH REPORT OF THE COMMISSIONERS FOR Reviſing and Digeſting the Civil Affairs of HIS MAJESTY'S NAVY.

(Dated 4th December 1806.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

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THE

SEVENTH REPORT

OF THE

COMMISSIONERS

FOR

Revising and Digesting the Civil Affairs of His Majesty's Navy.

(Dated 26th February 1807.)

Ordered, by The House of Commons, *to be printed,*
11*th April* 1809.

To the KING's Most Excellent MAJESTY.

The SEVENTH REPORT of the Commiſſioners appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of His MAJESTY's NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into their particular Conſideration all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE ON FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service; and to conſider and deviſe the beſt means of carrying the ſame into execution, in the moſt convenient and expeditious Manner; and to report on all the Matters aforeſaid from time to time as they ſhall ſee Occaſion.

Subject of the Report.

AS ſoon as our other Duties would allow, We made enquiries into the Mode of conducting the buſineſs at Your Majeſty's Naval Hoſpitals at Portſmouth and Plymouth, and into the general Management of the concerns of thoſe Eſtabliſhments, upon which the care, comfort, and ſpeedy recovery of the ſick and wounded Seamen of Your Majeſty's Fleet ſo much depend.

Collection of Inſtructions and general Orders furniſhed by the Commiſſioners of ſick and wounded Seamen. Vol. 1. M. S.

The Royal Hoſpital at Haſlar, near Portſmouth, was the firſt Hoſpital that was eſtabliſhed for the reception of ſick and wounded Seamen. It appears to have been inſtituted in the year 1755; and that at Plymouth in 1760.

First Eſtabliſhment of the Hoſpitals.

Previouſly to thoſe periods, the ſick and wounded Seamen were placed under the care of Phyſicians, Surgeons, and other perſons, who were appointed to reſide at Portſmouth and Plymouth, and other places as occaſion required for the purpoſe of attending them.

Theſe Officers acted under the authority of the Commiſſioners for ſick and wounded Seamen reſident in Town, who had alſo Agents at Portſmouth and Plymouth for the purpoſe of providing and taking care of the Stores neceſſary for the Sick, and paying ſuch incidental expences as might be incurred.

To theſe Officers was afterwards added a Steward, who was in ſome caſes to take upon himſelf a part of the Duties aſſigned to the Agent, and in others to act in conjunction with him.

Hoſpitals managed by a Council before 1795, when Governors were appointed.

The concerns of the Hoſpitals at Portſmouth and Plymouth were conducted by a Council, conſiſting of the Phyſician, chief Surgeon, Steward, and Agent, until the year 1795, when it was found neceſſary to appoint a Captain in the Navy, as Governor of each of theſe Hoſpitals.

Inſtructions;

On the firſt eſtabliſhment of the Hoſpitals, the Phyſicians, Surgeons, and Agents were furniſhed with joint Inſtructions for their guidance; but ſeparate Inſtructions were given to the Steward on his appointment.

In the year 1772, the Inſtructions for the Steward and Agent were reviſed, and new Inſtructions iſſued; but no Reviſion appears to have been made of the In-

ſtructions to the Phyſicians and Surgeons, further than what may be conſidered as comprehended in the Directions iſſued from time to time, ſince their formation, as occaſions have ariſen. Thus, by the alteration of circumſtances, which naturally occurred in a long courſe of years, and the additional caſes which it had become neceſſary to provide for, the original Inſtructions had become nearly obſolete, even according to the Syſtem as it ſtood previouſly to 1795; but the appointment of the Governor, which took place in that year, made ſo material an alteration in the Syſtem itſelf, that the Inſtructions, in force previouſly to that time, could ſcarcely be conſidered of any uſe to the Officers.

nearly obſolete.

Governor inveſted with Powers before exerciſed by the Council.

His Inſtructions.

On that occaſion, the Lords of the Admiralty drew up Inſtructions for the guidance of the Governor, inveſting him with the Powers which, before his appointment, were poſſeſſed by the Council.

Theſe Inſtructions appear to have been drawn up with much attention, and the alterations and additions which, in framing new Inſtructions, we have found it neceſſary to make, have in moſt inſtances been occaſioned by the alterations in the mode of conducting the buſineſs of the Hoſpital, and the additional Regulations which have occurred to us as likely to be of advantage.

Inſtructions for the other Officers only extracts from the Governor's.

Inadequate for their guidance.

The Inſtructions given to the other Officers of the Hoſpitals, when the Governor was appointed, conſiſted of extracts from thoſe of the Governor of ſuch parts as ſeemed connected with the Duty of each Officer;—but the Regulations contained in thoſe extracts, though they might be ſufficient for the general ſuperintendence of the Governor, are by no means ſufficiently explicit for the guidance of the Officers in the execution of their reſpective Duties, or adequate to the purpoſe for which Inſtructions ſhould be formed, namely, that of pointing out the manner in which the Officers are to execute the Duties entruſted to them; in order that, if they neglect them, they may be called to account for their miſconduct without having it in their power to plead ignorance of what they were expected to perform, We have therefore found it neceſſary to make very conſiderable alterations and additions to the Inſtructions now in force, and likewiſe to draw up Inſtructions for ſuch Officers and other perſons holding ſituations of reſponſibility in the Hoſpitals, for whom no Inſtructions had hitherto been formed, as we perfectly concur with the Commiſſioners of Naval Enquiry, in thinking "that all "perſons holding Offices of Truſt ſhould be furniſhed with Inſtructions for their "conduct at the time of their appointment."

Exiſting Inſtructions require conſiderable amendment.

Inſtructions wanting for Officers who have none.

7th Report page 554.

Syſtem of Accounts very looſe.

We found the ſyſtem of accounting for Money and Stores very looſe and imperfect; and theſe defects we have endeavoured to remedy by Regulations introduced into the Inſtructions contained in the Sequel of this Report.

In drawing up thoſe Inſtructions we have kept in view the ſuggeſtions contained in the Seventh Report of the Commiſſioners of Naval Enquiry, and have paid due attention to the uſeful information obtained from the Inſpectors, Governors, and other Officers of the Hoſpitals, as well as from the Commiſſioners of Tranſports.

Object of the Inſtructions for the Governor and Lieutenants.

The Inſtructions for the Governor, together with thoſe which we have drawn up for the Lieutenants of the Hoſpitals, who have not at preſent any Inſtructions for their guidance, will, we truſt, be found ſufficient to enſure that attention to the conduct of the other Officers, and to the general concerns of the Hoſpitals, which is neceſſary to prevent neglect of Duty or abuſe in any branch of the Eſtabliſhments. We have with this view deemed it neceſſary to make it the Duty of the Governor to inſpect the Accounts and Reports of every deſcription, previouſly to his tranſmiſſion of them to the Tranſport Board for examination; and, as this will add conſiderably to the buſineſs of his Office, we recommend that he be allowed an efficient Clerk, to aſſiſt him in this which we conſider to be an important part of his Duty, an inſpection on the ſpot being a much more likely way to check and detect errors and abuſes than any examination which thoſe Accounts can undergo at the Office in Town.

Governor to be allowed a Clerk.

Inſtructions for the Medical Officers.

The Inſtructions under which the Phyſicians, Surgeons, and Diſpenſers now act have been found to require very conſiderable alterations and additions; and we hope thoſe that we have now the honour to preſent to Your Majeſty, for the Medical Officers, will enſure to the ſick and wounded Seamen and Marines that care and kind attention, to which they are ſo well entitled.

Phyſicians and Surgeons propoſed to be ſelected from thoſe who have ſerved at Sea.

The more effectually to accompliſh this deſirable object, we earneſtly recommend that the Phyſicians and Surgeons, to be appointed to Your Majeſty's Naval Hoſpitals, may be always ſelected from among the moſt able and eminent of their profeſſions belonging to your Majeſty's Fleet, and that no one be eligible to be appointed to either of thoſe ſituations who ſhall not have ſerved Seven Years at Sea in your Majeſty's Navy as a Surgeon;—and, as a further ſecurity againſt inattention to the Sick, we have judged it proper, in the Inſtructions before-mentioned, to prohibit the Phyſicians

Private practice not to be allowed.

ficians and Surgeons of Your Majeſty's Naval Hoſpitals from having any Private Practice whatever; ſtrictly enjoining them to confine their time and profeſſional abilities ſolely to the cure of their patients in the Hoſpitals.

We had no heſitation in deciding on the propriety of this meaſure, from the repreſentations we have received reſpecting the evils which have formerly occurred from the want of this prohibition; and one circumſtance, mentioned in the Seventh Report of the Commiſſioners of Naval Enquiry, is of ſo extraordinary a nature, that we think it proper here to inſert it in their own words. Neceſſity for this.

" We underſtand that evils have frequently ariſen from the Phyſicians and Sur- " geons of Naval Hoſpitals purſuing Private Practice; an inſtance was indeed " adduced to us of a patient in this Hoſpital (Plymouth), who was about to have " a limb amputated, being neglected in conſequence of the Surgeon having been " called away to attend a patient in the neighbourhood. Private Practice in time " of Peace is authorized by the Governor's Inſtructions; we think however, that " their practiſing out of the Hoſpital ought to be prohibited both in Peace and War". 7th Report, page 55

This diſgraceful circumſtance is confirmed by the evidence of one of the Medical Officers, who ſtates, " that they were all aſſembled at the hour appointed, and the " patient ready, when ſuddenly the operation was put off, the Surgeon, who was " to have performed it, having been called away, as it was then underſtood, to attend " a patient in Stonehouſe."

In preparing the Inſtructions for the Agent and Steward of Your Majeſty's Naval Hoſpitals, we have adverted particularly to that part of the Report before-mentioned, where the Commiſſioners of Naval Enquiry ſtate that, " in the notices which they " have taken of the Stewards and Agents Offices, in the courſe of their Report, they " have conſidered and referred to them as at preſent conſtituted, having, in many " inſtances, a conjoint truſt and management; in ſome caſes, however, their Duties " are diſtinct, and they are inclined to think it would be advantageous, on the " ground of individual reſponſibility, that they ſhould be ſeparate in all; the " Steward acting as Storekeeper, and the Agent taking and keeping ſuch accounts " as may enable him to check the receipts and iſſues of all Stores and Proviſions." Diviſion of Duty between the Agent and Steward, propoſed by the Commiſſioners of Naval Enquiry, objected to in part. 7th Report, page 554

We agree with the Commiſſioners on the propriety of ſeparating their Duties, ſo that there may be a diſtinct reſponſibility impoſed on each of thoſe Officers, but we have ſome objections to the diviſion they recommend.

If the Steward were made the ſole Storekeeper, as they propoſe, not only of Proviſions and the various articles belonging to the Hoſpital, but alſo of the Stores and neceſſaries lodged there for the uſe of Your Majeſty's Ships and Veſſels, it would cauſe a very conſiderable increaſe and expence in the Eſtabliſhment, for it would be neceſſary that he ſhould be allowed more Clerks; and if the Agent, in addition to his other Duty, were directed to keep a counterpart of all the Stewards Accounts, which muſt be the caſe to afford the check intended, he muſt alſo be allowed the aſſiſtance of ſeveral additional Clerks, and poſſibly without anſwering the purpoſe expected, as Clerks are too often found to copy from each others books on ſuch occaſions. Reaſons

We therefore, after full conſideration, have thought it more adviſable to divide the Duties of the before-mentioned Officers, in a different manner from that propoſed by thoſe Commiſſioners. Another diviſion of Duty propoſed.

We recommend that the charge and management of all Stores, Proviſions, and neceſſaries provided for the uſe of the Hoſpital (except ſuch as are conſidered Medical Stores, which are in charge of the Diſpenſer), be given to the Steward; and to the Agent, the charge of the Stores and neceſſaries lodged there for the uſe of Your Majeſty's Ships and Veſſels, beſides requiring him to keep an Account of the entries and diſcharges of all patients received into the Hoſpital, and of the Officers and ſervants belonging thereto, as well as to muſter the patients and ſervants daily for the purpoſe of impoſing an effectual check on the Steward's Victualling Accounts. Steward to have charge of Stores, &c provided for uſe in the Hoſpital. Agent to have charge of the Stores lodged there for Ships, and to keep Accounts to check the Stewards Victualling Accounts.

We recommend alſo that the Agent ſhall, under the controul of the Governor, pay and keep Accounts of the ſalaries of the Officers, and wages of the ſervants of the Eſtabliſhment, as well as of the contractors and tradeſmen's bills, and all the contingent expences of the Hoſpital, which are not paid by the Tranſport Board in London; thus each of the before-mentioned Officers will be made individually reſponſible for the Duty with which he is intruſted. Agent to keep all Caſh Accounts.

In the diviſion of Duties thus made between the Agent and Steward, we are aware that the Agent has more Accounts to keep than the Steward; but we were deſirous that the Steward ſhould have as much time as could be allowed to him, to attend perſonally to the daily receipts and iſſues of Proviſions, Stores, and neceſſaries, and that he ſhould have it in his power frequently to viſit the Store-rooms, Reaſon for giving the Agent more Accounts to keep than the Steward.

to inſpect the ſtate of the Stores, as well as conſtantly to attend to the due care and preſervation of the vaſt quantities of Bedding, Linen, Hoſpital Dreſſes, and the ſeveral articles of Furniture and Utenſils diſperſed over thoſe large buildings, in the different wards, for the uſe of the patients; and alſo in various other ſituations for carrying on the Duties of the Eſtabliſhment. This inſpection we are perſuaded will be productive of great ſaving and advantage to Your Majeſty's Service.

In drawing up the Inſtructions for the Agent and Steward, agreeably to the beforementioned diviſion of the Duty, we have found it neceſſary to make many very material alterations in the manner of keeping the Accounts; for, notwithſtanding ſome improvements appear to have been of late years introduced into the method of accounting for the expenditure of ſome part of the Stores at the Hoſpital, no change of importance ſeems to have taken place in the manner of accounting for the Proviſions, Coals, and various other articles of great expence, which remain nearly on the ſame footing as when the Hoſpitals were firſt eſtabliſhed. Theſe Accounts are at preſent very unſatisfactory, and the Tranſport Board does not receive the information which we conceive to be neceſſary, to afford a proper view of the tranſactions at the Hoſpitals. We truſt, however, that the checks which we have propoſed, and the forms in which we have directed the Accounts to be kept and tranſmitted to the Board, will, under the immediate ſuperintendence of the Governor, be found to afford ample ſecurity againſt any waſte, embezzlement, or improper expenditure of the Proviſions or Stores committed to their charge, as well as anſwer the purpoſe, ſo ſtrongly recommended by the Commiſſioners of Naval Enquiry in their Seventh Report, of affording at the Tranſport Office the means of comparing the expences of one Hoſpital with thoſe of another, and the expences of the ſame Hoſpital, at different periods, in all the various branches of Expenditure; a meaſure which we conſider of great benefit, and indiſpenſibly requiſite.

Accounts of the Victualling, very imperfect.

Remedy propoſed.

Page 555.

Theſe Regulations will ſuperſede the neceſſity of tranſmitting a general Account and balance of Stores every ſix months, as propoſed by the Commiſſioners of Naval Enquiry. The making up of ſuch an account, compoſed of ſo many ſmall articles, and ſtriking a balance twice a year, would be attended with much interruption to the buſineſs of the Hoſpital; and, after being made out, could not be depended upon, unleſs what were ſtated to remain were aſcertained, by a regular Survey, to be actually in ſtore. We are therefore of opinion that an Annual Survey of all the Stores remaining in the Hoſpital (when a general balance will be ſtruck, and the remains carried to a new Account), together with a regular Quarterly Account of the receipts and iſſues of every article of Stores (ſhewing for the information of the Board, the remains of the moſt material articles only, ſuch as Bedding, Linen, and Hoſpital Dreſſes) will be ſufficient for every purpoſe of ſecurity.

Annual Survey of Stores conſidered ſufficient.

with a Quarterly Account of the principal articles.

For the Chaplains of Your Majeſty's Naval Hoſpitals, we have conſidered that long or detailed Inſtructions could not be neceſſary to enſure to the patients, from men of their ſacred profeſſion, every ſpiritual conſolation which, during their illneſs, could be deſired, and to all perſons on the Eſtabliſhment ſuch aſſiſtance in religious matters as their ſituations may require; we feel it our Duty however ſtrongly to recommend to Your Majeſty that the Chaplains of the Naval Hoſpitals be invariably ſelected from the moſt meritorious Chaplains belonging to Your Majeſty's Fleet, not only for the purpoſe of holding out to them ſome encouragement, but alſo becauſe they are beſt acquainted with the habits and manners of Seamen; and, on this conſideration, we further recommend to Your Majeſty that no Chaplain be eligible to be appointed to one of the Royal Naval Hoſpitals, who ſhall not have ſerved five years in one or more of Your Majeſty's Ships in actual Service.

Inſtructions for the Chaplains.

The Chaplains of Hoſpitals to be ſelected from Chaplains who have ſerved at Sea.

We think that three hundred pounds per annum, and the uſe of a houſe, will be an adequate compenſation for the Chaplain. It is true we have propoſed to give the Chaplains of the Ordinaries of Chatham, Portſmouth, and Plymouth five hundred pounds per annum; but what we now recommend for the Chaplains of the Hoſpitals, will place them nearly upon the ſame footing as the Chaplain of the Ordinary of Sheerneſs Yard, to whom we have propoſed to give three hundred and fifty pounds per annum, but without the accomodation of a houſe; and we think it right to preſerve this diſtinction, for the purpoſe of holding out encouragement to the Chaplains of the Hoſpitals, as well as the one at Sheerneſs, by promoting them to be Chaplains at Chatham, Portſmouth, and Plymouth on vacancies taking place.

Supplement to 6th Report.

In framing the Inſtructions for the inferior Officers in Your Majeſty's Naval Hoſpitals, we have not thought it expedient to enter much into detail, conſidering it only neceſſary to give them a general outline of their reſpective Duties; ſtrongly enjoining them to pay every poſſible attention and obedience to the Regulations of the Governors,

Inſtructions for inferior Officers.

and

and to all orders they may receive from their ſuperiors, which we truſt will be found ſufficient to guide them in the execution of their Duties.

The Commiſſioners of Naval Enquiry conſidered the Salaries of the Phyſicians and Surgeons, as well as thoſe of the Diſpenſer, Steward, and Agent to be inadequate to their ſituations, and recommended their being increaſed, in which opinion we perfectly agree with them. Since the period of the Enquiry of thoſe Commiſſioners, the Salaries of the Phyſicians and Surgeons have, however, been augmented, and they are now allowed as follows: 7th Report, page 534. Salaries of the Phyſicians and Surgeons.

A Phyſician, on his firſt appointment to an Hoſpital, is allowed a guinea a day, or three hundred and eighty-three pounds four ſhillings per annum; and a Surgeon, fifteen ſhillings a day, or two hundred and ſeventy-three pounds fifteen ſhillings per annum.

The Phyſician, after a ſervice of three years in the Hoſpital, is entitled to an increaſe of ten ſhillings and ſixpence a day, or one hundred and ninety-one pounds twelve ſhillings per annum; and, when he ſhall have ſerved ſeven years more, the further addition of ten ſhillings and ſixpence a day, or one hundred and ninety-one pounds twelve ſhillings per annum is granted to him; thus, after ten years ſervitude in an Hoſpital, the Phyſician receives an increaſe of Salary to the amount of three hundred and eighty-three pounds four ſhillings per annum, making his total Income ſeven hundred and ſixty-ſix pounds eight ſhillings per annum.

The Surgeon, however, has not, like the Phyſician, any increaſe of Salary after three years ſervice, but, on the expiration of ten years ſervitude in the Hoſpital, he receives an increaſe of five ſhillings a day, or ninety-one pounds five ſhillings per annum, making his total Income three hundred and ſixty-five pounds per annum; thus it appears, that on the firſt appointment of a Phyſician and Surgeon to an Hoſpital, the Phyſician receives one hundred and nine pounds ten ſhillings per annum more than the Surgeon; that after both have ſerved three years, the Phyſician has three hundred and one pounds one ſhilling per annum more than the Surgeon; and that, when both ſhall have ſerved ſeven years more, the Income of the Phyſician will thenceforward exceed that of the Surgeon by four hundred and one pounds ten ſhillings per annum.

Theſe Salaries do not appear to us to bear a juſt proportion to one another.

Until the late Regulations took place, there was not ſo conſiderable a difference between the Pay of the Phyſicians and that of the Surgeons as has ſince been eſtabliſhed; and, when it is conſidered that the Duties of the Surgeons of Your Majeſty's Naval Hoſpitals are equally important and arduous with thoſe of the Phyſicians, that they have generally double the number of patients to attend, and more unpleaſant Duty to perform; we cannot help being of opinion that there ſhould be leſs diſparity in the Salaries allotted to them.

From the ſtatement we have given, it appears that the amount of the Salaries of the Phyſicians and Surgeons now depend on their length of ſervice in your Majeſty's Naval Hoſpitals; but, as thoſe Officers ought, as before obſerved, to be of the moſt able and eminent in their profeſſion at the time of their appointments (as the ſame abilities may be neceſſary, immediately on their entering into the Duties of their ſtation at the Hoſpital, as can at any time afterwards be required), and as it cannot but be hoped that thoſe appointed to ſuch important ſituations will be men of great experience, and not have their profeſſion to learn after their appointments; we confeſs we ſee no good reaſon why their Salaries ſhould be afterwards increaſed at ſtated periods, or why, in this increaſe, the Phyſicians ſhould have ſo material an advantage over the Surgeons; nor can we ſee the propriety of one Phyſician or one Surgeon having a greater Salary than another (which will generally be the caſe by the before-mentioned manner of paying them), particularly as the patients are divided under their individual care, as they act entirely independent of each other, and, in all probability, at the time of their appointments, their ſervices in your Majeſty's Navy will have been in general nearly equal: We therefore recommend that, inſtead of thoſe Officers being paid in the manner before-mentioned, the Naval Hoſpitals in this reſpect be put on the ſame footing as Your Majeſty's other Eſtabliſhments; and, with this view, we ſhall propoſe, in the following Table, ſuch fixed Salaries as we conſider proportionate to the important Duties expected from the Medical Officers; recommending however that if, from length of ſervice, before this arrangement be carried into effect, any Phyſician of the Hoſpitals ſhould happen to enjoy greater Emoluments than we ſhall propoſe, that ſuch Phyſician be not deprived thereof during the time he may continue to ſerve in the Hoſpital; but that all the other

medical Officers be put on the Salaries we ſhall recommend, without regard to any former Regulations.

Salaries of the Governors, Lieutenants, Agents, Stewards, Diſpenſers, Chaplains, inferior Officers and Clerks.

We are of opinion that the Salaries of the Governors and Lieutenants are not adequate to their ſituations, but more eſpecially thoſe of the Agents and Stewards which have been allowed to remain on a very low ſcale; we have therefore found it neceſſary to propoſe an increaſe for thoſe Officers, ſomewhat more in proportion than for the reſt.

In

STATEMENT ſhewing the preſent SALARIES and ALLOWANCES of th

Plymouth, and thoſ

		Preſent SALARIES and	
		PORTSMOUTH.	
		Salary or Emolument.	Other Allowances.
		per Annum. £. s. d.	
The Governor		521 — —	A Houſe in the Hoſpital
		219 — —	At the rate of 12 s. per day, being the Half Pay of a Captain in the Navy
		740 — —	
Lieutenants	1ſt.	140 10 —	
	2d.	140 10 —	A Houſe in the Hoſpital
	3d.	140 10 —	
Phyſicians	1ſt.	777 — —	
	2d.	585 7 6	A Houſe in the Hoſpital
	3d.	393 15 —	
Surgeons	1ſt.	375 10 —	
	2d.	284 5 —	A Houſe in the Hoſpital
	3d.	284 5 —	
Agent		225 10 —	
Steward		225 10 —	A Houſe in the Hoſpital
Diſpenſer		223 10 —	
Chaplain		169 — —	
		per Diem:	
Hoſpital Mates		— 6 6	Apartments, Coals, and Candles
Governor's Clerk		none borne.	
		per Annum.	
Agent's firſt d°		86 10 —	Apartments, Coals, and Candles
Steward's firſt d°		68 5 —	

In conſequence of this diſproportion and inadequacy of the Salaries of the Officers and perſons belonging to your Majeſty's Naval Hoſpitals, we feel it incumbent on us to recommend that the following Table of Pay be adopted for the Eſtabliſhments at Portſmouth and Plymouth; in forming which, we have endeavoured to preſerve that relative proportion which we think the Salaries of Officers belonging to the Naval Hoſpitals ſhould bear with thoſe of Your Majeſty's other Naval Eſtabliſhments.

Officers and other Perſons belonging to the Naval Hoſpitals at Portſmouth and propoſed by us.

ALLOWANCES at PLYMOUTH.		Propoſed Salary and Allowances for both Hoſpitals.	
Salary or Emolument.	Other Allowances.	Salary or Wages.	No other Allowances whatever, except the following.
per Annum. £. s. d.		per Annum. £. s. d.	
521 — —	A Houſe in the Hoſpital -	800 — —	A Houſe and the preſent annual Allowance of £. 10. 10s. 0d. for Stationary.
219 — —	At the rate of 12s. per day, being the Half Pay of a Captain in the Navy - -		
749 — —			
160 — —	- - - - - -	200 — —	A Houſe in the Hoſpital, or £. 30 per Annum in lieu.
160 — —	- - - - - -	200 — —	
160 — —	- - - - - -	200 — —	
585 7 6	A Houſe in the Hoſpital - -	600 — —	A Houſe in the Hoſpital, or £. 50 per Annum in lieu, with the preſent Allowance of £. 1. 1s. for Stationary.
448 7 —	- - - - - -	600 — —	
none borne.	- - - - - -	600 — —	
284 5 —	A Houſe in the Hoſpital - -	500 — —	- - Ditto
323 5 —	- - - - - -	500 — —	
none borne.	- - - - - -	500 — —	
225 10 —	- - - - - -	350 — —	A Houſe in the Hoſpital, with the preſent annual Allowance of £. 10. 10s. for Stationary.
225 10 —	A Houſe in the Hoſpital - -	350 — —	
223 10 —	- - - - - -	300 — —	A Houſe in the Hoſpital, with the preſent annual Allowance of £. 1. 1s. for Stationary.
135 10 —	- - - - - -	300 — —	A Houſe in the Hoſpital, or £. 30 per Annum in lieu, with the preſent annual Allowance of £. 2. 2s. for Stationary.
per Diem. — 6 6	Apartments, Coals, and Candles	per Diem. — 6 6	Apartments, Coals, and Candles, or 10s. 6d. per week in lieu.
none borne.	- - - - - -	per Annum. 150 — —	
per Annum. 68 5 —	- - D° - - -	150 — —	Apartments, Coals, and Candles, or 10s. 6d. per week in lieu.
86 10 —	- - D° - - -	150 — —	

(continued)

Preſent SALARIES and

PORTSMOUTH.

	Salary or Emolument.	Other Allowances.
	per Annum. £. s. d.	
Agent's 2d Clerk	63 17 6	-
Stewards 2d d°	63 17 6	Apartments, Coals, and Candles
Any others when neceſſary	none borne.	-
Porter	30 — —	-
Butler	35 — —	Apartments, Coals, Candles, and Proviſions
Overſeer of Labourers	27 7 6	-
Matrons	25 — —	-
		Ditto
Aſſiſtant Ward Matron	19 11 —¾	-
Plumber	45 12 6	-
Barber	40 — —	Apartments
Butcher	20 17 1½	Proviſions
Cook	18 10 4¼	Apartments, Coals, Candles, and Proviſions
Agent, Steward, and Diſpenſer to have each one principal Labourer	none.	-
Labourers	20 17 1½	Proviſions
Overſeer of Waſhers	11 4 7½	Reſidence, Coals, Candles, and Proviſions
Nurſes	12 — —	-
Waſhers	10 8 6¾	-
Semſtreſſes	7 16 5	Reſidence and Proviſions.
Women employed picking Hair	10 8 6¾	-
Clerk to the Chapel in addition to Labourer's Pay	none borne.	-

Superannuation.

As a Proviſion for Officers, Clerks, and other perſons having fixed Salaries, who, from old age or infirmities, may be obliged to retire from their reſpective employments in Your Majeſty's Naval Hoſpitals; we recommend that they be allowed, as Penſions, the following proportions of their Salaries according to the length of time they may have ſerved:

Above { 10 and under 15 years ⅓ ; 15 - - - 25 - - ½ ; 25 - - - 35 - - ⅔ ; 35 - - - - - - ¾ } of their Salaries.

provided

ALLOWANCES at PLYMOUTH.		Propoſed Salary and Allowances for both Hoſpitals.	
Salary or Emolument.	Other Allowances.	Salary or Wages.	No other Allowances whatever, except the following.
per Annum. £. s. d.		per Annum. £. s. d.	
63 17 6	- - - - - -	90 — —	Apartments, Coals, and Candles, or 10s. 6d. per week in lieu.
63 17 6	- - - - - -	90 — —	
63 17 6	- - - - - -	70 — —	
30 — —	- - - - - -	40 — —	Apartments, Coals, Candles, and Proviſions.
35 — —	- - - - - -	35 — —	
30 — —	Apartments, Coals, Candles, and Proviſions - - - - -	35 — —	
25 — —	- - - - - -	30 — —	Apartments, Coals, Candles, and Proviſions, and preſent Allowance of 10s. 6d. per Annum for Stationary.
none borne.	- - - - - -	20 — —	Apartments, Coals, Candles, and Proviſions.
45 12 6	- - - - - -	46 — —	
45 — 10	- - - - - -	45 — —	
none borne.	- - - - - -	25 — —	Reſidence in the Hoſpital, and Proviſions, with the uſual Allowance of Coals and Candles.
20 — —	Apartments, Coals, Candles, and Proviſions - - -	25 — — per Week.	
none.	- - - - - -	— 10 6	
13 — —	Proviſions - - - -	— 8 —	
11 4 7½	Reſidence, Coals, Candles, and Proviſions - - - - -	per Annum. 12 — — per Week.	
12 — —	- - - - - -	— 5 —	
10 8 8	Reſidence and Proviſions - -	— 4 —	
9 2 6	- - - - - -	— 3 —	
23 9 6	- - - - -	— 4 — per Annum.	
5 — —	- - - - - -	5 — —	

provided their conduct during ſuch ſervice ſhall be deemed to merit this indulgence, which is the ſame as has been propoſed for Officers and other perſons ſerving in Your Majeſty's Dock Yards.

We further recommend as a proviſion for ſuch infirm and aged Labourers, Nurſes, Waſhers, and other Servants, as ſhall have ſerved in Your Majeſty's Naval Hoſpitals thirty years in ſucceſſion (unleſs the ſucceſſive ſervice ſhall have been interrupted by their having been diſcharged, in conſequence of a reduction in the Eſtabliſhment or other ſatisfactory cauſe, in which caſe thirty years ſervice in the whole ſhall be conſidered as giving them pretenſions to this indulgence), as well as ſuch as

ſhall be rendered incapable of labour, before that time, by injuries received in Your Majeſty's Service, be granted Superannuation and allowed Penſions according to the following Rates;

	£.	s.	d.
Labourers - - - - - - - - - - - -	10	—	—
Or, if ſuch Labourers, either from great length of ſervice, or from injuries they may have ſuſtained, as before-mentioned, together with a faithful and diligent diſcharge of their Duties, ſhall merit particular indulgence, at the diſcretion of the Lords Commiſſioners of the Admiralty. - - - - - -	15	—	—
Nurſes, Waſhers, Semſtreſſes. - - - - - - - - - - - -	7	—	—
Or, in caſes as above-mentioned - - - - -	10	—	—

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
WM. DOMETT, (L. S.)
AMBROSE SERLE, (L. S.)

Office of Naval Reviſion,
26th February 1807.

A Copy.

John T. Briggs,
Secretary.

INSTRUCTIONS

For the Governors of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY the Commiſſioners for executing the Office of Lord High Admiral of the United Kingdom of Great Britain and Ireland, &c.

1.

YOU are to make the Houſe allotted for you at the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute all the Duties of your Office, as well as all Orders which you may receive from us, or the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of ſick and wounded Seamen, and for the care and cuſtody of Priſoners of War, and you are never to be abſent without our permiſſion, of which you are to acquaint the ſaid Commiſſioners. Reſidence. Abſence.

2.] Lieutenants being appointed to aſſiſt you in the diſcharge of your Duty, they ſhall be next in Authority to you, and take Rank of each other according to the date of their reſpective appointments to the Hoſpital; you are to regulate and divide between them the Duties contained in their Inſtructions, and all other Services which you may direct them to perform, in ſuch manner, and cauſe them to execute the ſame in ſuch rotation as you ſhall from time to time think proper; and all Officers and other perſons, belonging to and employed in the Hoſpital, are to conduct themſelves with proper reſpect to the ſaid Lieutenants, and attend to ſuch directions as they may find it neceſſary to give for the punctual execution of all your Orders, and for the obſervance of every Regulation eſtabliſhed for the good government of the Hoſpital. Lieutenants. Authority. Diviſion of Duty.

3.] If you ſhould on any occaſion be abſent from your Duty, the command of the Hoſpital is to devolve on the ſenior Lieutenant preſent, who is, for the time, to exerciſe all the Authority and perform all the Duties of the Governor; to enable him to do which, you are, on thoſe occaſions, to furniſh him with ſuch part of your Inſtructions and Orders unexecuted, as you may think expedient. Senior Lieutenant to act for the Governor in his abſence.

4.] In order that no perſon belonging to the Hoſpital may fail in the Reſpect due to you, or to the Lieutenants or other Officers, through real or pretended ignorance of your or their Stations, you are at all times, when in the Hoſpital, to wear the Uniform to which you are entiled by your Rank in the Royal Navy; to cauſe the Lieutenants to do the ſame, and the Civil Officers to wear ſuch Uniforms as have or may be eſtabliſhed for them. Uniform to be worn.

5.] Although the various Duties of the Hoſpital be divided among many Officers, each of whom is to be anſwerable for the diſcharge of thoſe within his Department, yet we ſhall conſider you as being reſponſible for the general economy, diſcipline, and good order of the whole; and for the punctual and faithful diſcharge of Duty, not only by yourſelf, but by every Officer and other perſon under your government. For this purpoſe you ſhall have full Authority over all Officers and other perſons employed in the Hoſpital, and you are to interpoſe this Authority as often as you may ſee occaſion for enforcing obedience to all Orders and Regulations which may be iſſued, either by us or the Commiſſioners aforeſaid, or given by yourſelf relating to the concerns of the Hoſpital; and, ſhould you ſee juſt cauſe, you are to ſuſpend any of the Lieutenants, Principal Officers, Hoſpital Mates, Clerks, or other inferior Officers, forthwith repreſenting to the Commiſſioners aforeſaid the cauſe and circumſtances of ſuch ſuſpenſion (and likewiſe to us, if the Officer ſuſpended ſhould be a Lieutenant), in order that you may receive directions thereon; but if any of the Labourers, Nurſes, or other Servants ſhould behave ſo as to make it improper to continue them in their employments, you are, on being convinced of the fact, to diſcharge them, and to enter others in lieu; obſerving that all perſons, ſo diſcharged, are to be reported to the Commiſſioners aforeſaid, with your reaſons for the ſame; and thoſe diſcharged for miſconduct are never to be again employed in, or even permitted to enter, the Hoſpital on any pretence whatever. Authority of the Governor. May ſuſpend Officers, and diſcharge other perſons. Diſcharged perſons not to be re-entered.

6.]—For the purpoſe of making known any Orders that you may receive, which it may be neceſſary to communicate in writing to any Officer of the Hoſpital, or ſuch as at any time you may of your own authority think fit to iſſue, you are to eſtabliſh an Order Book in which ſuch Orders are to be written, in the form of memorandums or otherwiſe as you may judge proper, and addreſſed to the Officers to whom they may relate, who are to take copies thereof, and to ſign their Initials in the margin of the book as an acknowledgment of having received ſuch Orders. Order Book to be eſtabliſhed.

7.]—You are carefully to preſerve all original Orders and official Letters which you may receive, and at the end of every year cauſe them to be bound together in one volume. You are alſo to ſee entered in a Book, to be kept by you for that purpoſe, all Letters which you may have occaſion to write on the Public Service; and you are to form and regularly keep complete an alphabetical Index to each of the before-mentioned Books, in order that reference Official Orders to be preſerved. Public Letters to be entered. Books to be indexed.

reference may at any time be readily had to every Order which you may have received or Letter you may have written; and theſe Books are to be depoſited in your Office for the information of your ſucceſſors.

Standing Orders to be added to theſe Inſtructions.

8.]—You are to add to theſe Inſtructions all ſuch additional Orders as you may from time to time receive in the nature of permanent or ſtanding Regulations; in order that the Code may at all times be kept complete.

All Correſpondence to paſs through the Governor.

9.]—In order that you may have complete knowledge of the concerns of the Hoſpital, all Orders and Inſtructions to the Officers, and other perſons under your direction, will be ſent under cover to you, and you are to deliver them as ſoon as conveniently may be to thoſe for whom they are intended; and all official Letters and Reports, addreſſed to Public Boards, from Officers and other perſons belonging to the Hoſpital, ſhall be delivered unſealed to you, which you are, without fail, to tranſmit agreeably to their reſpective addreſſes, making ſuch obſervations thereon as you may judge proper.

To ſee that the Buſineſs in each Office is properly conducted.

10.]—You are to have acceſs to the Public Accounts of every Officer belonging to the Hoſpital, and you are occaſionally to viſit the ſeveral Offices to ſee that the Clerks regularly attend to their Duties, and that the Principals of the reſpective Departments preſerve good order and regularity among them; and you are to make ſuch enquiry and demand ſuch explanation as may ſatisfy you that no part of the Buſineſs of the reſpective Officers has been neglected and ſuffered to run in arrear; and you are to cauſe all the Officers to be very particular in making up, in the forms preſcribed, all the Accounts and Reports required by their Inſtructions, ſo as to be examined and approved by you, and tranſmitted to the Commiſſioners before mentioned as ſoon as poſſible after the ſeveral periods directed.

Accounts to be regularly tranſmitted.

Accounts to be examined before tranſmiſſion.

11.]—You are to cauſe every Officer who has the charge of Money, Proviſions, or Stores, to lay his Accounts, with the neceſſary Vouchers and Receipts for the ſame, before you at the time they are ordered to be made up, which you (taking to your aſſiſtance any Officers or others whom you may think proper) are to examine with great attention, objecting to every thing which you ſhall think incorrect, and not admitting of any expenditure of Money or Stores, or any purchaſe of Stores or Proviſions, for which a regular Order is not produced.—If you find any part of the Accounts incorrect you are to object thereto, and, if neceſſary, report the particulars to the Commiſſioners aforeſaid; but if you find no cauſe for objecting, you are to certify that you have examined them, and that they appear to you to be juſt; and you are to tranſmit them, with any Vouchers which may relate thereto, as ſoon as you conveniently can to the Commiſſioners aforeſaid, without ſuffering any other perſon to be again in poſſeſſion of them; you are alſo to pay attention to ſuch Repairs or Works of any kind which may be carrying on in the Hoſpital, the Bills for which are to be delivered every quarter, and, being examined by you and approved, they are to be paid by the Agent, or ſent, with ſuch Obſervations thereon as you may find neceſſary to make, to the ſaid Commiſſioners, agreeably to their directions to the Agent and Steward on that ſubject.

Bills for Works performed to be examined.

Nomination of Clerks.

Muſt be 16 years of age,

and undergo an Examination.

12.] Such Officers belonging to the Hoſpital as may be allowed Clerks, ſhall, on vacancies happening, have the Nomination of them; but no perſon ſhall be entered in that capacity under ſixteen years of age, and who ſhall not have been examined by you, aſſiſted by the Agent, if ſuch perſon be intended for the Steward's Department, and by the Steward, if for the Agent's Department; and ſhould you find him qualified for the ſituation for which he is propoſed, you are to give a Certificate to that effect, which ſhall be tranſmitted to the Commiſſioners before mentioned, with the application for his appointment, obſerving that no perſon is to be entered without their approval; all perſons propoſed by the reſpective Officers to be entered as Labourers, Nurſes, Waſherwomen, or Servants of any kind, are to be carefully examined by one of the Phyſicians or Surgeons of the Hoſpital; and you are to be perfectly ſatisfied that ſuch perſons be, in all reſpects, fit for the employment intended before you authorize the Agent to enter them on the Hoſpital Muſter Books. You are to obſerve that no perſon of the above deſcription is to be received, who may be above thirty-five years of age, if others can be obtained; and, in engaging Nurſes, Waſherwomen, and Sempſtreſſes, the preference, where merit may be equal, ſhall be given to the Widows of Seamen and Marines who may have ſerved in His Majeſty's Navy; but no Foreigners are to be entered for the above Services.

Entry of Labourers, Nurſes, &c.

Agency forbidden,

alſo other Occupations.

13.] You are to obſerve that no Officer, Clerk, Hoſpital Mate, or other perſon belonging to the Hoſpital, is to act as an Agent for any perſon or perſons, either directly or indirectly, in any ſhape or upon any pretence whatever; nor to have any other occupation than that allotted to them in the Hoſpital.

Phyſicians and Surgeons not to practice out of the Hoſpital.

14.] It being of the utmoſt conſequence to the Public, that the Seamen and Marines ſent to the Hoſpital ſhould be reſtored to health as expeditiouſly as poſſible, and that the attention of thoſe, to whoſe care and ſkill they are entruſted, ſhould be diverted as little as may be to other objects, you are not to admit of the Phyſicians and Surgeons practiſing their Profeſſions out of the Hoſpital, unleſs their aſſiſtance be required by Officers of the Navy in Commiſſion at the Port, by Officers of the Dock Yard, and in caſes of ſudden and accidental emergency; you are (except in the inſtances above mentioned) to ſee that they confine their attention to the patients in the Hoſpital, to the Officers and others who may happen to be at Sick Quarters, and to the Officers of the Hoſpital and their families, the ſervants and other perſons belonging to the Eſtabliſhment.

Leave of Abſence to Officers,

15.] No Officer or other perſon belonging to the Eſtabliſhment is to be abſent from his Duty, or to remain out of the Hoſpital, during the night, without your permiſſion; but you may occaſionally grant Leave of Abſence to the Lieutenants, other Officers, Hoſpital Mates, and Clerks not exceeding four days; if longer Leave be deſired, application is to be made in writing to the before mentioned Commiſſioners, with your opinion thereon, as to the expediency of granting the Leave ſolicited, or any ſhorter time, conſiſtently with a due regard to the Public Service; obſerving that every application for Leave is to expreſs the

day

day on which it is to commence. In cafes of real emergency, however, you are authorized to give fuch Leave as fhall appear to you abfolutely neceffary, repreſenting the ſame to the ſaid Commiſſioners, ſtating your reaſons and the time for which you ſhall have allowed any Officer to be abſent on ſuch emergency. You are alſo authorized occaſionally, when it ſhall appear to you reaſonable and neceſſary, to grant Leave of Abſence, not exceeding two days, to any of the Labourers or Servants of the Hoſpital; but if they require longer Leave, it muſt be obtained, through you, from the Commiſſioners aforeſaid. to Servants.

16.] All Officers and other perſons belonging to the Hoſpital, except the Lieutenants, Phyſicians, Surgeons, Agent, Steward, Diſpenſer, and Chaplain, are to be in the Hoſpital by ten o'clock every evening, unleſs they have your permiſſion to ſtay out later; and you are to cauſe the Porter to report to you, every morning, the names of all thoſe who return to the Hoſpital after that hour, and the time at which they do return. Officers to be in the Hoſpital before ten o'clock at night. Exceptions.

17.] You are to take care that Divine Service be regularly performed in the Chapel of the Hoſpital, as directed in the Chaplain's Inſtructions, cauſing ſuch of the patients to attend as may be able ſo to do without injury to their health; and you are likewiſe to ſee that the Chaplain performs all the other Duties of his Station, agreeably to his Inſtructions. Divine Service to be performed regularly.

18.] If complaint be at any time made to you of Irregularity, Neglect, or Miſconduct in any Officers or other perſons in the Hoſpital; or, if you ſhould yourſelf obſerve any thing improper in their behaviour, you are to enquire into the ſame as ſoon as poſſible, that every juſt cauſe of diſſatisfaction may be removed by prompt redreſs, and the commiſſion of faults be prevented by the fear of immediate correction. Irregularities to be immediately enquired into.

19.] You are to take care that no more Nurſes be employed than at the rate of one to every ſeven Patients, unleſs in caſe of emergency, and where the nature of their diſeaſes ſhall require it, the particulars of which are immediately to be ſtated to you by the Phyſicians and Surgeons under whoſe care ſuch Patients may be, and tranſmitted by you to the Commiſſioners aforeſaid; nor ſhall a greater number of Labourers, Waſherwomen, or other Servants, at any time be retained in the Hoſpital than you ſhall think abſolutely neceſſary; and, whenever an increaſe ſhall be required, the Phyſicians, Surgeons, Steward, Agent, or Diſpenſer, as the caſe may be, are to repreſent the ſame to you in writing, ſtating the number that in their opinion will be wanted, and, if you ſhould be convinced of the propriety thereof, you are to order them to be employed, taking particular care that they be diſcharged again whenever they ſhall be no longer neceſſary; always reporting ſuch entries and diſcharges to the ſaid Commiſſioners. Proportion of Nurſes to Patients. Servants of the Hoſpital to be as few as poſſible.

20.] As the Phyſicians and Surgeons will occaſionally require the temporary aſſiſtance of Labourers to attend their Patients, they are, in order that the Sick may not ſuffer the ſlighteſt inconvenience by delay, authorized to require the immediate aſſiſtance of ſuch Labourers as may be abſolutely neceſſary; but, in caſes where delay cannot be productive of injury to their Patients, they are to make application to you for ſuch aſſiſtance, and on thoſe ſubjects you are to give the requiſite directions to the Lieutenants and Overſeer of Labourers; and you are alſo to direct the Medical Officers to take care that ſuch Labourers do return to the current Duty of the Hoſpital, ſo ſoon as their aſſiſtance ſhall no longer be required for the ſervice of the Patients. You are not yourſelf, nor are you to permit any Officer or other perſon, to employ on private buſineſs the Labourers, Nurſes, Waſherwomen, Artificers, or others belonging to or employed in the Hoſpital. Labourers to aſſiſt the Phyſicians and Surgeons when neceſſary.

21.] You are to be very particular in enforcing obedience to all Inſtructions given by the Commiſſioners aforeſaid to the Agent for muſtering the Patients and Servants, and for preſenting to you Returns and Abſtracts of the Muſters, at the times and in the form preſcribed by his Inſtructions. You are alſo to ſee that the Steward, or one of his Clerks, muſter the Artificers and others employed, by Tradeſmen, on any Works carrying on in the Hoſpital, on their coming to and leaving off work, and at ſuch other times as you may judge neceſſary. Muſters to be enforced.

22.] When any of the Servants or Labourers belonging to the Hoſpital ſhall be abſent with leave for more than two days, or ſhall be abſent from their Duty, without leave, you are to cauſe them to be checked of the whole of their Pay and Proviſions during the time they ſhall be ſo abſent; and if any of them ſhall neglect their Duty, you are to give directions that ſuch part of their Wages and Proviſions be ſtopped, as you may think proportionate to the degree of their neglect. Servants to be checked of Pay and Proviſions when improperly abſent.

23.]—You are to extract from theſe Inſtructions, as well as from ſuch others as you may receive from us, and alſo from ſuch Inſtructions and Orders as have or may be given by the aforeſaid Commiſſioners, all ſuch parts as relate to the conduct of the Patients and the Duties of the Nurſes and other Servants in the Hoſpital, which, with ſuch other Regulations as you may think proper to eſtabliſh for the maintaining of diſcipline and good order, you are to cauſe to be printed and hung up in every Ward, and ſuch other places as you may think proper; that all perſons concerned may know what they are expected to do, and that no one may pretend to be ignorant of the Orders and Regulations which he will be required to obey; and you are to tranſmit to the Commiſſioners before mentioned, copies of all the written Regulations that you may iſſue on ſuch occaſions. Regulations to be printed and hung up for public inſpection.

24.]—When Sickneſs or Hurts ſhall prevent any of the Labourers, Nurſes, Waſherwomen, or other Servants of the Hoſpital from performing their Duty, they are to be received into the Wards as Patients and checked of half their pay during the time they may continue ſick, provided the ſame ſhall not exceed thirty days; but ſuch as remain ſick beyond that time are to be checked of their whole pay while they may afterwards continue ſo; and you are to cauſe proper information to be given to the Commiſſioners aforeſaid of the probable time Servants of the Hoſpital to be received as Patients when ſick.

that will ſtill be required for their recovery, in order that they may determine what may be neceſſary to be done on the occaſion.

Superannuation of Officers and Servants.

25.]—If it ſhall appear to you that any Officer, Clerk, or other perſon on the Eſtabliſhment from age, infirmity, or other cauſe, is incapable of performing the Duties of his Office, you are to repreſent the ſame to us or the aforeſaid Commiſſioners, as the caſe may be; in order that he may be ſuperannuated, or that ſuch other directions may be given reſpecting him as the caſe may require, obſerving that no Labourer, Nurſe, Waſherwoman, or other Servant, is eligible to Superannuation under thirty years ſervice in the Hoſpital, and that ſervice ſucceſſively, unleſs ſuch perſon ſhall have been diſcharged in conſequence of a reduction in the Eſtabliſhment, or for ſome other ſatisfactory reaſon.

Duty of receiving Patients.

26.]—You are to take care that one Phyſician and one Surgeon do conſtantly attend for the purpoſe of receiving Patients, and that every man, carried to the Hoſpital for Admiſſion, be immediately conveyed to the Receiving Room and examined by one of them as the caſe may be, phyſical or ſurgical, unleſs he ſhall arrive during the time the Phyſicians and Surgeons ſhall actually be viſiting their reſpective Wards, in which caſe a Hoſpital Mate may be allowed to perform this Duty, who is not however to reject any man ſent for Admiſſion, but if he conſiders him not to be a proper object for an Hoſpital, he is to report the ſame to the Phyſician or Surgeon. Men found fit objects to be received are to be removed, without loſs of time, to the Ward aſſigned them; and you are to enjoin the Phyſicians and Surgeons to ſuggeſt to you, as they may ſee occaſion, the beſt mode to be adopted, with reſpect to the Patients and their effects, for preventing the communication of infection, in order that you may give the neceſſary directions thereon, and cauſe them to be moſt punctually complied with; and you are to obſerve that, whenever a Phyſician or Surgeon ſhall report to you that it will be neceſſary to deſtroy any part or all of ſuch Patient's effects, they are to be immediately appraiſed by one of the Lieutenants and the Agent and then burnt; and you are to direct the Agent to enter an account of the value thereof in the Bed Book, ſigned by him and the ſaid Lieutenant, and the Agent is, on the diſcharge of the owner, to pay him the amount thereof, or, if he ſhould die, to note it on the foot of his account of dead men's effects hereafter-mentioned, that the ſame may be added to the wages due to the party.

Meaſures to be adopted to prevent the communication of infection.

Value of clothes burnt to be repaid. (V. 37th Article of Agents Inſtructions.)

Unfit ſubjects for the Hoſpital to be returned to their Ships.

27.]—When men ſent from His Majeſty's Ships ſhall, in the opinion of one of the Phyſicians or Surgeons, appear not to be fit ſubjects for the Hoſpital, you are to give directions that they be not received; and you are to deſire the Officer, who may accompany them, to take them immediately back to their Ships, provided the ſtate of the weather and time of the day ſhould not render it improper; otherwiſe, the men are to be taken care of, and ſent to their Ships by the firſt opportunity.

Fit ſubjects to be received, though proper Tickets may not be ſent with them.

28.]—When men who may be ſent from His Majeſty's Ships ſhall, in the opinion of one of the Phyſicians or Surgeons, appear to be proper ſubjects for the Hoſpital, you are to order them to be received, although their proper Tickets ſhould not have been ſent with them, that the health of the men may not be expoſed, through the inattention of the Officers of the Ships to which they belong; but you are immediately to inform the Commanding Officer at the Port of this or any other irregularity which you may obſerve in Sick Tickets, that he may order the Captains to ſend proper Tickets, or to correct the inaccuracies in thoſe already ſent.

How to proceed with the Bedding, Clothes, &c. of Patients.

29.]—When a man is received into the Hoſpital, the Bedding, Clothes, and other Effects which he carried with him, are to be compared with the Inventory on the back of his Ticket by the Agent, who is to receive them into his charge, enter them in Books to be kept for that purpoſe, and cauſe them to be waſhed and purified agreeably to his Inſtructions on that Head, taking ſuch other precautions to prevent infection as you may, in conſequence of ſuggeſtions from the Phyſicians or Surgeons, think proper to direct: and the Bedding and Clothes having been ſo marked as to prevent their being taken away, through miſtake, by any other men, are to be carefully depoſited in the place appointed for keeping them, whence they are to be taken, opened, and expoſed to the air as frequently as circumſtances will admit. Theſe Clothes and Effects are to be received from and delivered to the Patients in the preſence of a Lieutenant, who is to ſign the Books as witneſs thereto.

Kind attention to the Sick required, but not to interfere with the Medical treatment.

30.]—You are to be very attentive in obſerving that the Sick are properly attended to, and kindly treated; that the Wards and every thing in them are kept clean, and well aired, and that the men have every allowance to which they are entitled; but you are not on any account to interfere, or to ſuffer the Lieutenants or any other perſon to interfere with the Medical Officers, in their profeſſional treatment of the Sick.

Inſpector to be given every aſſiſtance.

31.]—You are to take care, whenever the Inſpector viſits the Hoſpital under your ſuperintendence, that he be received with proper attention. You are to give him every neceſſary aſſiſtance, and to cauſe the reſpective Officers to furniſh him with all the information he may require, for enabling him to carry into execution the Duties of his Office.

Wards to be viſited.

32.]—You are to take care that the Phyſicians and Surgeons viſit their reſpective Wards every morning and evening, or oftener if neceſſary, agreeably to their reſpective Inſtructions from the Commiſſioners before mentioned; and you are alſo to obſerve that the Wards are to be frequently viſited at uncertain times, in the courſe of the day, by the Hoſpital Mates, not only for the purpoſe of adminiſtering Medical and Surgical aſſiſtance, but likewiſe for the purpoſe of keeping the Nurſes and other attendants on the Sick ſtrictly to their Duty, and ſeeing that the Patients be at all times treated with that attention and kindneſs ſo neceſſary for the comfort and conſolation of men languiſhing under Pain and Sickneſs.

Bedding to be aired.

33.]—When a Phyſician or Surgeon ſhall repreſent to you the neceſſity of airing the Bedding of any Ward, you are to direct the Steward to appoint a proper number of Labourers, to aſſiſt the Nurſes of ſuch Ward in taking out, airing, and returning the ſame, you are to direct the

Ward

Ward Matron to ſuperintend this Duty, and during the time the ſaid Bedding ſhall be in the airing ground, you are to take the neceſſary meaſures for preventing any Patient or other improper perſons from going near it.

Lieutenants to viſit the Patients in the forenoon,

34.]—You are to direct the Lieutenants, in turn, to viſit all parts of the Hoſpital occupied by Patients, at leaſt once every forenoon, or oftener if you ſhould think it neceſſary, going into every Ward and Cabin to ſee that it is clean, and that the Beds, Linen, and perſons of the Sick are alſo as clean as circumſtances will admit, that the Nurſes are preſent and attentive to their Duty, and that the men are well taken care of, and have every thing to which they are entitled. The Lieutenant is to hear all the Complaints the men have to make, and if they be well founded, and not of a nature ſo trifling as to admit of his redreſſing them on the ſpot, he is to report them to you, and you are to enquire into them immediately, and do juſtice to thoſe who have been injured.

and attend to their Complaints.

Patients to be muſtered at ſun-ſet.

35.]—You are to give orders for the Patients being muſtered in their Wards at ſun-ſet, or at ſuch hour every evening as you may think proper, according to the time of the year and the ſtate of the weather, after which they are not to go out till the morning. If the Porter or any other perſon belonging to the Hoſpital ſhould be detected in aſſiſting or conniving at the Deſertion or other Miſconduct of any man, you are immediately to ſuſpend or diſcharge ſuch perſon, agreeably to the authority hereinbefore mentioned, and report the circumſtances of the caſe to us or to the Commiſſioners aforeſaid; and, if a Centinel be ſo detected, you are to repreſent the particulars of the caſe to the Officer of the Guard, or to the Commander in Chief of the troops in the diſtrict; and, if proper notice be not taken of your repreſentation, you are to report the ſame to our Secretary for our information.

Puniſhment for aſſiſting the Deſertion &c. of men. (V. Art. 5.)

Fire and Lights to be put out at the hours mentioned.

36.]—You are to cauſe all Fires and Lights in the different Wards, Cabins, and other places occupied by the Patients, to be put out during the Summer at nine, and in the Winter months at eight o'clock in the evening; and you are to direct a Lieutenant conſtantly to viſit all the Wards after this time to ſee that the Patients are all retired to their beds, and that there is no noiſe or diſturbance, or any Fires or Lights burning, except ſuch as may have been required to be kept in, by the Medical Officers, for the uſe of the Sick, and that every poſſible precaution be taken for the prevention of Fire in every part of the Hoſpital.

Lieutenants to viſit the Wards in the evening.

Precaution againſt Fire.

The Fire Engines and Fire Buckets are to be placed in the moſt advantageous ſituations; they are to be frequently examined and always kept in perfect order, and the Engines worked once a month, and ſuch Regulations and Arrangements made as, in the event of Fire breaking out in any part of the buildings, may tend moſt ſpeedily to extinguiſh the ſame.

Leave of Abſence to Patients.

37.]—The ſpace within the Walls being large enough to admit of the Patients of all deſcriptions having air and exerciſe ſufficient for their health, you are not to grant Leave to any of them to go out, but on very particular occaſions, nor then, unleſs the Phyſician or Surgeon (whoſe Patient the perſon requiring relief may be) ſhall have certified to you that his health is not likely to ſuffer thereby,

Admiſſion of Strangers.

38.]—No Strangers, except Officers in their Uniforms or Regimentals, are to be admitted into the Hoſpital without your permiſſion, or under ſuch Regulations as you may find neceſſary to make on that ſubject. All perſons applying to enter, who ſtate themſelves to be acquaintances of or to have buſineſs to tranſact with any of the Officers of the Hoſpital, are to be admitted with proper precaution. You are to take care that the Lieutenants and Porter of the Gate be very particular in this part of their Duty, and, ſhould they obſerve any thing ſuſpicious in the conduct or appearance of any ſuch viſitors, ſome perſon, in whom confidence can be placed, is to accompany them to the Officer whom they wiſh to ſee. Women are never to be admitted into the Hoſpital without your leave, unleſs they are of the family or be acquaintances of ſome of the Officers of the Eſtabliſhment. But all Officers in their Uniforms, Surgeons, and Aſſiſtant Surgeons are invariably to be admitted to viſit the men belonging to their reſpective Ships, who may be Patients in the Hoſpital.

Guard of the Hoſpital.

39.]—You are to apply to the Officer of the Guard to place ſuch a number of Centinels round the Hoſpital, and in ſuch ſituations, as you may think neceſſary, and you are to take every poſſible precaution to prevent the Deſertion of Patients from the Hoſpital, for which purpoſe you are to ſee that the Lieutenants be very watchful over the conduct of the Porter and Centinels, whoſe poſts they are frequently to viſit, to ſee that they are alert and attentive to their Duty. You are alſo to direct the Lieutenants frequently to examine the walls and outbuildings, to diſcover any holes that may be made in them, or any other means that may be uſed to enable the men to make their eſcape, or introduce improper articles into the Hoſpital.

Caution to prevent Deſertion.

Spirituous Liquors, &c. not to be ſold in the Hoſpital.

40.]—You are not, on any account, to ſuffer any Spirituous Liquors, Wine, or Beer, to be ſold in the Hoſpital; and you are to give the moſt poſitive Orders that none be admitted without your permiſſion, and to take every poſſible means to inſure theſe Orders being ſtrictly complied with; and ſhould you diſcover any of the Labourers or other Servants to be guilty, either of bringing Liquor or other improper articles into the Hoſpital, or ſelling them there, you are to diſmiſs them from their employments; but, if perſons in higher ſituations ſhould be found guilty of either of theſe offences, you are to inform the Commiſſioners aforeſaid thereof, that they may take ſuch ſteps therein as the caſe ſhall require.

Puniſhment of Patients.

41.]—You are to puniſh ſuch of the Patients whoſe miſconduct ſhall deſerve it, by confining them to their Wards, by ſolitary confinement, or by obliging them to wear Yellow Jackets, with the Crime, if of a ſerious nature, marked on the back; and if the jackets ſhould be loſt or wilfully injured, they are to be charged againſt the wages of the perſons ordered to wear them; but you are not to inflict any Puniſhment on a Patient, without informing yourſelf, from the Medical Officers under whoſe care ſuch Patients may be, whether it may be attended with any riſk

of affecting his health or retarding his recovery; and you are not to suffer any other perſon to inflict theſe Puniſhments.

Weekly Return of Patients to be ſent. App. N° 47.

42.]—You are to cauſe the Agent to make out a Weekly Return of the number of Patients in the Hoſpital, in which are to be ſpecified the names of the Ships to which they belonged, the increaſe or decreaſe in number ſince the laſt Return, agreeably to the form preſcribed in his Inſtructions, with any other circumſtance of which it may be neceſſary that we ſhould be informed; which Return is to be atteſted by you, and tranſmitted to our Secretary, ſo as to arrive at this Office every Monday.

Survey of Patients.

App. N° 14.

43.]—The Phyſicians and Surgeons are to report to you every Monday morning the names and diſeaſes of ſuch men under their care as ſhall appear to to be fit objects for being ſurveyed; and whenever the number in the Hoſpital ſhall amount to ten (or even a ſmaller number, provided there be among them Conſumptive caſes, requiring an early removal from Hoſpital atmoſphere), you are to tranſmit a Liſt of them, agreeably to the form preſcribed, to the Commanding Officer at the Port, and to requeſt that he would direct ſuch Officers as he may think proper to repair to the Hoſpital to ſurvey them; and whenever the Survey ſhall take place, you, with the Phyſicians and Surgeons under whoſe care the men may be, are to be preſent at it, to aſſiſt the ſurveying Officers in forming a judgment on the reſpective caſes of the men, by any information you or they may be able to give, and cauſe an account to be taken of the manner each man is to be diſpoſed of, by the deciſion of the ſurveying Officers.

Survey of Officers.

44.]—If the Commanding Officer at the Port ſhould deſire to have an Officer ſurveyed, and ſhould requeſt you to direct the Phyſicians and Surgeons to ſurvey him, you are immediately to comply with ſuch application. He is to be examined in your preſence, and the Phyſicians and Surgeons are to make their Report to you, which you are to tranſmit to the Commanding Officer at the Port; and whenever any Medical Officer ſhall have been ſo ſurveyed you are to tranſmit a copy of the Report of Survey to the Commiſſioners aforeſaid.

How to proceed when men are diſcharged from the Hoſpital.

45.]—When men are diſcharged from the Hoſpital to their Ships, if their numbers make it neceſſary, you are to direct one of the Lieutenants to accompany and aſſiſt the Officers of the Ships they belong to in conducting them to the Boats which are to carry them off; and you are to enjoin him to be particularly careful to prevent the men from deſerting, from drinking or from carrying on board any ſtrong Liquors, and alſo to be very particular in obſerving that every man takes with him his Clothes and Bedding, and every other article that was ſent with him to the Hoſpital.

Officers who die at the Hoſpital, or are diſcharged from it, to be reported to the Admiralty, Navy Board, or Tranſport Board, as the caſe may require.

46.]—When any Commiſſioned or Warrant Officer ſhall have died in the Hoſpital, or at Sick Quarters, you are immediately to notify the ſame to our Secretary, for our information; and, if any Officer ſhall be diſcharged, and not rejoin his Ship, you are to give the ſame information, ſtating whether he be cured or not, and where he intends to reſide. This information is alſo to be given to the Navy Board, with reſpect to Maſters, and to the Commiſſioners of the Tranſports, with reſpect to Surgeons and Aſſiſtant Surgeons.

Effects of dead men to be taken account of.

47.]—On the Death of any Patient, you are to direct one of the Lieutenants forthwith to examine his Effects in the Bed Houſe, and ſee an exact Account taken of them, in a Book kept by the Agent for the entry of Dead Men's Effects; to ſign the ſame, and cauſe ſuch Effects to be depoſited in the Department allotted for the reception thereof.

Unclaimed Effects to be ſold by public Auction.

48.]—At the beginning of every month the unclaimed Effects of all Patients, not being Marines, who have been dead, or run, more than two months, are to be ſold in your preſence, at public Auction, without the Gate of the Hoſpital, or in ſuch other place on the ſpot as you ſhall think proper. You are to give the uſual public notice, cauſe them to be ſold, and an Account thereof taken and tranſmitted, agreeably to the Inſtructions given by the Agent on that ſubject; and when you ſhall be directed to cauſe any old Stores belonging to Government to be ſold, it is to be done in the ſame manner, and an Account thereof taken and tranſmitted according to the Steward's Inſtructions relative thereto.

Diſburſements to be made by the Agent.

Wages to be paid monthly.

Salaries to be paid quarterly.

49.]—All Diſburſements are to be made by the Agent in your preſence, and under your controul and approval; the Wages of the Hoſpital Mates, Clerks, Labourers, Nurſes, and other Servants are to be paid monthly, and your own Salary, with thoſe of the principal Officers, quarterly; you are therefore to cauſe the Agent to prepare the Pay Liſts accordingly, and, when ſuch Wages and Salaries are about to be paid, he is to lay before you the ſaid Pay Liſts; which you are carefully to examine by his Complete and Check Books, and, finding the ſame to be correct, you are to attend and controul the Payment thereof, to ſee that all ſtoppages are made as directed, and that ſtrict juſtice be done in all caſes between the Public and individuals; and you are to certify at the bottom of the Liſt, in words at length, the total amount of the Money paid; and if any of thoſe who are entitled to Pay be abſent, you are to cauſe their names to be written on the back of the Liſt, and to certify that they have not received their Wages.

Governor to controul the Payment.

How to proceed in obtaining Money.

50.]—Whenever Money ſhall be wanted for paying the Salaries and Wages of the Officers and Servants employed in the Hoſpital, or for defraying the uſual expences thereof, the Agent is to repreſent the ſame to the Commiſſioners aforeſaid, ſtating the balance remaining in his hands, the ſum wanted, and the ſervices for which it is required and, if you ſhall be ſatisfied of the neceſſity thereof, you are to approve and tranſmit the ſame to them without delay, and when they ſhall have ſignified to you their aſſent, you are to approve the Agent's Bills for the Money required; but you are not to approve the drawing of any Bill, without the ſanction of the ſaid Commiſſioners, except in an unforeſeen caſe of urgent neceſſity, and which you are immediately to report to them; always taking care that the Agent has not at any one time more Money in his hands than the ſum allowed by his Inſtructions.

Demands for Stores.

51.]—When Proviſions, Neceſſaries, Bedding, or Stores of any kind are wanted for the Hoſpital, or for the uſe of His Majeſty's Ships, the Steward or Agent, as the caſe may be, is

to

to repreſent it to you; and, on being convinced that ſuch Proviſions, Stores, &c. are really neceſſary, you are to tranſmit the Repreſentation, with your approval of it, to the Commiſſioners aforeſaid, who will give ſuch directions for the forming of Contracts, the purchaſing of Proviſions, or the ſupplying of Stores as they may think proper. If any of them are to be procured by the Steward of the Hoſpital, the Commiſſioners aforeſaid will inform you what articles are to he purchaſed, and what quantity of each article: You are then, by a Warrant under your hand, to authorize the Steward to purchaſe them, informing yourſelf of the market price of ſuch articles, and taking care that no higher price be charged for them in the Steward's Accounts.

Purchaſe of Stores

52.]—You are to be very particular in examining the Steward's Monthly Account of the Receipts and Iſſues of Proviſions, previouſly to your approving and tranſmitting the ſame, taking every poſſible means to ſatisfy yourſelf that the number of Patients on each ſpecies of diet is correctly ſtated. You are likewiſe to pay ſtrict attention to due Economy in the Expenditure of Coals, Candles, Soap, &c. and to be very careful previouſly to your approving and tranſmitting the Steward's Monthly Account of the Receipts and Iſſues of thoſe Stores, that he produces all the neceſſary Vouchers for your auditing the ſame, and you are carefully to compare the entries in your original Receipt Book with each of the Accounts beforementioned.

Steward's Accounts of Proviſions to be examined.

Economy to be obſerved in the Expenditure of Stores.

53.]—Whenever it ſhall be neceſſary, the Agent is to be ſupplied by the Storekeeper of the Dock Yard, with ſuch Slop Clothes as he ſhall, with your approbation, demand; and if any of the men in the Hoſpital ſhould abſolutely require any ſuch articles, before they can with propriety be diſcharged from the Hoſpital, you are to order the Agent to ſupply them therewith and to charge the ſame in his Muſter Books, and in the Tickets with which the men are diſcharged from the Hoſpital.

Slop Clothes to be obtained from the Storekeeper of the Dock Yard.

54.]—You are to direct a Lieutenant to attend the Receipt of all Proviſions and other articles brought for the daily uſe of the Hoſpital, and, in conjunction with the Steward, to ſee the whole weighed, counted, or meaſured, as the caſe may be, and to take care that the quantity of every kind of Proviſions, Vegetables, &c. be agreeable to the Contract, rejecting them if otherwiſe; and calling upon the Contractor to furniſh others in lieu, and alſo to ſupply any deficiency which may happen to ariſe from the quantity of Proviſions ſent being at any time ſhort of the quantity demanded; all which occurrences are to be reported to you. But, ſhould the Contractor refuſe to furniſh the proper Proviſions, or to ſupply the deficiences above ſpecified, or be unable ſo to do in proper time, and, ſhould the articles in queſtion be wanted for immediate conſumption, you are to be immediately acquainted with the circumſtances; and you are to cauſe the Steward, if you be convinced of the propriety thereof, to provide others at the market price, the difference between which and the price allowed by Contract (if the former be higher than the latter) is to be charged to the Contractor. You are to order the Steward, Agent, or Diſpenſer, according as it may relate to them reſpectively, to give you timely notice when Proviſions or Stores of any kind, ſupplied by Contract or otherwiſe (except the daily ſupplies before mentioned), are to be carried into the Hoſpital; and you are to direct one of the Lieutenants, and ſuch other perſons as you may judge proper, to attend with the Steward or Agent, reſpecting articles appertaining to their Departments, and a Phyſician or Surgeon, with the Diſpenſer, with reſpect to articles to be under his charge, for the purpoſe of carefully examining ſuch Stores as ſoon as they arrive, to ſee if the quality agree with the Contract or Agreement, comparing the Stores of all kinds with the ſamples or deſcription by which they are to be delivered, and aſcertaining the quantity by ſeeing it carefully weighed, counted or meaſured, as the caſe may be; and, if any ſuch Stores, Medicines, or Neceſſaries ſhall be found of a quality unequal to Contract, or to the ſample or deſcription by which they are to be delivered, you are to tranſmit the Inſpecting Officer's Report thereof to the Commiſſioners before-mentioned, for their directions thereon. If you ſhould be in the Hoſpital and prevented by other eſſential Duties or by ſickneſs from examining the Proviſions &c. complained of, you are to direct the ſenior Lieutenant to examine them, and to give ſuch orders as, from his Report, you ſhall think neceſſary. You are from time to time to cauſe the Weights and Meaſures by which Proviſions and Stores are received and iſſued to be carefully examined for the purpoſe of ſeeing that they are exact.

A Lieutenant to attend the Receipt of Proviſions, in conjunction with the Steward.

Stores to be purchaſed in lieu of thoſe deficient, and the Contractors to bear the expence.

Receipt of Proviſions and Stores.

How to proceed with Proviſions of inferior quality.

Weights and Meaſures to be examined.

55.]—You are to keep in your Office two Books, in the preſcribed forms, in which the actual quantities of every ſpecies of Stores and Proviſions, in the Agent and Steward's Departments, are to be correctly entered at the time of their being received, and ſigned by the Lieutenant and other Officers who attended the Examination and Receipt thereof, before they ſeparate, and in order that theſe Books may be an effectual check on the Receipt of all Proviſions and Stores; they are, after each Receipt of any articles, to be returned to your Office, and are always to remain in your cuſtody, until required again for the above purpoſe.

Books to be kept of the Receipts of Proviſions and Stores.
Appx. N 22.
Appx. N 69.

56.]—You are, as often as your other Duties will admit, to be very attentive, when Stores are receiving into the Hoſpital from Contractors or others, to inſpect the quality thereof, and compare the ſame with the patterns given you, ſo as to be enabled to judge how far they may be anſwerable to the Contracts or ſamples by which they are delivered; and you are to conſider it an important part of your Duty frequently to viſit the Store Rooms, and carefully inſpect the condition of the Stores depoſited therein; you are to ſee that they are arranged in the beſt poſſible manner for preventing their being damaged, from an improper expoſure to damp, or from any other cauſe; that they be taken out and aired when neceſſary; and that thoſe which have been longeſt in Store be firſt iſſued. You are occaſionally to order one of the Lieutenants to accompany the Steward through the Store Rooms, for the purpoſe of aſſiſting him in theſe Duties, and of reporting to you that every thing is done that is conſiſtent with a

Quality of Stores to be inſpected.

Store Rooms to be frequently viſited.

due regard to the ſyſtematic arrangement and careful preſervation of His Majeſty's Stores and you are to be very careful that no prohibited or ſmuggled Goods be landed, ſecreted, or otherwiſe received into any part of the Hoſpital; and that no article be depoſited in the Store Rooms, except the Stores for which they are reſpectively appropriated; and you are to direct the Lieutenants to pay ſtrict attention to inſure obedience to this Order.

No ſmuggled Goods to be admitted.

Printed Forms will be furniſhed.

57.]—The ſeveral Officers of the Hoſpital, who are required to keep or tranſmit Accounts will be furniſhed by the Steward, with ſuch Printed Forms and Paper as they may reſpectively, from time to time, demand by note under their hands, approved by you. You are to take every precaution to prevent any of ſuch Forms or Printed Paper being unneceſſarily expended, waſted, or appropriated to any other purpoſe than that for which they are intended, and that, when uſed, they have all the columns properly and correctly filled up, before tranſmiſſion: and you are to cauſe a ſtrong injunction to this effect to be hung up in the reſpective Offices.

Stores &c. not to be ſuffered to be taken out of the Hoſpital.

58.]—Neither Stores, Proviſions, Medicines, or Neceſſaries (except Medicines only required for Officers at Sick Quarters), which have been received into the Hoſpital for the uſe thereof, or for the uſe of His Majeſty's Ships, are on any account to be carried out again (except ſuch as may be iſſued for the uſe of His Majeſty's Ships, agreeably to the proportions eſtabliſhed), without your Order in writing; and, if you ſhould have occaſion to give ſuch Orders, you are immediately to inform the Commiſſioners aforeſaid thereof, and of your reaſons for ſo doing.

Iſſue of Wine, Porter, and Neceſſaries.

59.]—No Wine, Porter, or other Neceſſaries, are ever to be iſſued from the Diſpenſary, unleſs preſcribed by the Phyſicians and Surgeons, and the Diſpenſer is to keep Books for the entry of the daily expenditure thereof, and to make out from them a Monthly Abſtract of the Receipts, Expenditure, and Remains of thoſe articles. And you are to call to your aſſiſtance one Phyſician and one Surgeon, and carefully audit every entry made in the Books above mentioned, rejecting every charge for which the Diſpenſer ſhall not produce the Preſcription, Ticket, or Note which authorized him to ſupply the articles therein contained.—And you are to examine his Account of the Receipts of the Neceſſaries, &c. above-mentioned, by comparing the ſaid Abſtract with the original Book in which the Receipts were atteſted by the Medical Officers on duty at the Diſpenſary; and if, upon a careful inveſtigation, you ſhould be convinced that the Account is juſt, you, with the Phyſicians or Surgeons by whom you ſhall have been ſo aſſiſted, are to certify the ſame at the foot thereof. You are alſo to direct one of the Lieutenants, with the Agent and Steward, to ſurvey, on the firſt day of every month, the Neceſſaries remaining in the Diſpenſer's charge, and report the quantity to you; which Report, together with the Account above mentioned, you are, the firſt opportunity, to tranſmit to the ſaid Commiſſioners. A ſimilar Monthly Survey is to be taken by the Lieutenant and the Agent on the remains of Proviſions and Neceſſaries in the Steward's Department, and tranſmitted in like manner. You are, when Wine and Porter ſhall be preſcribed as beforementioned, to take every precaution in your power to prevent any man drinking the allowance of another, cauſing it to be made known to the Nurſes, that, ſhould any of them be detected in allowing this abuſe to take place, they will be immediately diſcharged.

Accounts of thoſe Iſſues to be examined.

Neceſſaries to be ſurveyed monthly,

as well as Proviſions &c. in the Steward's Department.

Caution againſt one Man drinking the allowance of Beer or Wine belonging to another.

60.]—You are to be very particular in cauſing the Porter to examine carefully all parcels or bundles, before he ſuffers them to paſs the Gate, in order to prevent and thing improper from being carried into the Hoſpital, or the moſt trifling article, the property of Government, or clothes or other articles belonging to the Patients, from being carried out of the Hoſpital without your authority; and ſuch perſons, on whom ſhall be found any article of the above deſcription, are to be detained until the circumſtances ſhall have been inveſtigated by you or one of the Lieutenants, and ſuch meaſures taken thereon as you may judge expedient.

Bundles &c. to be examined as they paſs the Hoſpital Gates.

Examination of Buildings.

61.]—You are to direct the Buildings of the Hoſpital to be frequently examined; and ſuch defects, as may require immediate attention, are to be reported to the Commiſſioners beforementioned for their directions thereon; but, in the month of March in each year, you are to cauſe the Surveyor to take a general and minute Survey of every part of the Hoſpital, Outbuildings, and Walls belonging thereto, and ſtate to you in writing their Condition and ſuch Repairs as they may require, noting the cauſe from which ſuch Repairs have become neceſſary, with an eſtimate of the expence attending the ſame; which ſtatement you are to tranſmit to the Commiſſioners before-mentioned, that they may either approve of the Repairs being undertaken, or refer your Report to us for our directions thereon, as the magnitude of the object may require; and, if you ſhould receive authority for cauſing the Repairs to be undertaken, you are to give the neceſſary directions thereon and take particular care that all ſuch Works be as far as poſſible executed during the Summer; but you are never, for ſuch or other purpoſes, to ſuffer any expence to be incurred without authority from the ſaid Commiſſioners.

and Performance of Repairs.

Fees, &c. forbidden.

62.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, or in any other ſituation, in Eſtabliſhments under Government, and of receiving Fees of any kind, being aboliſhed, you and all the Officers, Clerks, and other perſons are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination or admiſſion of any perſon as a Clerk, or in any other capacity in the Hoſpital, as well as from receiving any Fee, Gratuity, or Reward whatever from any Contractor Tradeſman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Hoſpital or at the Tranſport Office; you and all Officers, Clerks, and other perſons belonging to the Hoſpital, are likewiſe ſtrictly prohibited from having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, Clothing, Medicines, or Neceſſaries of any kind, which may be purchaſed for the Service of Government, or in the Purchaſe of any Stores or other articles which may be ſold by Government. To

this

this effect, you are to see that all the Officers and Clerks, before they enter on the Duties of their Office, take and subscribe an Oath, in the annexed form, and give Bond in three times the amount of their respective salaries, and which you are to transmit to the Commissioners aforesaid; and you are to observe that any Officer or other person whatever, belonging to the Hospital, who may act contrary to this Regulation in any respect, will be dismissed from his situation and declared incapable of serving His Majesty in any civil capacity whatever.

Oath and Bond to be taken by Officers and Clerks.
Appendix No. 1.
Appendix No. 2.

63.]—You will, on application to the Commissioners before-mentioned, be supplied with copies of the Instructions given by them to the several Officers and other persons belonging to the Hospital, and you are to consider yourself responsible for seeing them most punctually carried into execution by those to whom they are addressed; you are frequently to peruse the same, to make yourself acquainted with the Duties of the respective Officers, in order that you may be able to judge of the abilities and attention shewn by them in the execution thereof; and should you on any unforeseen or urgent occasion, find it necessary for the Public Service to give Directions contrary to the tenor of the before mentioned Instructions, it is always to be done in writing, and your reasons for so doing transmitted to the said Commissioners by the next post; such Orders are to be considered as merely temporary, and only to remain in force until special directions on the subject shall be received from them; and, should you deem it requisite at any time for the good of the Public Service to deviate from your own Instructions, you are by the next post to communicate your reasons for the same to our Secretary, for our information, and also to the Commissioners aforesaid.

To see that all Instructions are properly attended to.

Orders deviating from these Instructions to be given in writing,

and considered only as temporary.

To report when he deviates from his own Instructions.

64.]—You are on all occasions to pay the utmost attention to preserve subordination and regularity, not only in the Patients, but in every Officer and other person belonging to the Establishment. And it is expected that you feel an Interest in the whole management of the important charge committed to your care; that you pay particular attention to every thing going on in the Hospital, and to all the concerns thereof; causing the best economy to be observed on all occasions, and being very watchful to prevent, by every means in your power, any neglect of Duty, or the smallest abuse in any branch of the Establishment.

General Injunction for the performance of Duty.

INSTRUCTIONS

For the Lieutenants of the Royal Naval Hospitals at Portsmouth and Plymouth.

BY the Commissioners for executing the Office of Lord High Admiral of the United Kingdom of Great Britain and Ireland, &c.

1.

YOU are to make the House allotted you in the Hospital your constant Residence, in order that you may be at all times in readiness to execute the Duties of your Office. You are never to be absent from your Duty or remain out of the Hospital during the night, without permission of the Governor, who has authority to grant occasional Leave of Absence, not exceeding four days. But, should you desire on any occasion to be longer absent from your Duty than the Governor is authorized to allow, you are to make application to us, through him, for that purpose.

Residence.

Absence.

2.]—You and the other Lieutenants are to take Rank of each other according to the dates of your appointments to the Hospital; and the Officer on whom the Command of the Hospital may devolve, in consequence of the Governors absence is, for the time, to exercise the Authority and perform all the Duties of the Governor; to enable him to do which, the Governor will furnish him with such part of his Instructions and Orders unexecuted as he may think expedient.

Rank.

To act for the Governor in his absence

3.]—In order that no Patients or other persons, who belong to the Hospital, may fail in the respect due to you through real or pretended ignorance of your station, you are at all times, when in the Hospital, to wear the Uniform of a Lieutenant in His Majesty's Navy.

Uniform to be worn.

4.]—The Governor will regulate and divide, between you and the other Lieutenants, the various Duties to be daily performed in such manner and in such rotation as he shall think proper; and whenever it shall be your turn to execute any of the Duties contained in these Instructions you are to be very attentive in complying therewith.

Duties to be performed in turn.

5.]—Whenever men are brought to the Hospital, you are to see that they be immediately conveyed to the Receiving Room with all the care and kindness necessary to be shewn to persons languishing under pain and sickness; taking care that the proper Medical Officers be ready to examine them; and, if they be found fit objects to be received, you are to see that they are properly attended to, and, after having been washed and shifted as the Receiving Officer may think proper, that no time be lost in conveying them to the Wards in which they are to be placed. You are also to see their Clothes, Bedding, and other Effects compared with the inventory thereof on the back of the Sick Ticket, and also that they be entered in a book and delivered into the custody of the Agent, agreeably to the Regulations on that subject, and with as much dispatch as possible, so that the Officers and Boats' crews may not be unnecessarily detained on shore. You are to direct the Patients to lodge all their Money and valuable Effects with the Agent, which you are likewise to see correctly entered in a book to be kept by him expressly for that purpose, and you are to sign those books as a witness to the Clothes and Effects having been so lodged. You are to direct the Nurses, on discovering that any Patient has concealed any of his valuable Effects and carried them with

Receipt of Patients.

Clothes, &c.

Money and valuable Effects.

him into the Ward, not to fail to acquaint you therewith, in order that you may go immediately and receive the ſame, and lodge them with the Agent agreeably to the above Regulation. The Clothes, Effects &c. of Patients diſcharged are alſo to be delivered to them in your preſence, and you are again to ſign the books as a witneſs thereto.

Delivery of Clothes and Effects.

To viſit the Hoſpital once in the Forenoon.

6.]—You are to viſit every part of the Hoſpital at leaſt once in the Forenoon of every day, or oftener if the Governor may think proper, and at ſuch hour as he ſhall direct, for the purpoſe of ſeeing that the Wards, Beds, Linen, and Perſons of the Patients, be as clean as circumſtances will admit; that every Regulation for the ſupport of good order, ſo eſſential to the comfort and recovery of the Sick, be aſſiduouſly obſerved; that they be treated, by every deſcription of Officer and perſon under whoſe care they may be, with that attention and tenderneſs which their ſituations require; and that they be ſupplied with every allowance to which they are entitled; and you are, when Wine or Porter ſhall have been preſcribed, to take every precaution in your power to prevent any man drinking the allowance of another, and to make known to the Nurſes that, on proof of their conniving at any kind of abuſe in this reſpect, they will be diſcharged. You are to liſten patiently to all Complaints the men may have to make, and, if they appear to you to be well founded, and not of a nature ſo trifling as to admit of your redreſſing them on the ſpot, you are immediately to report them to the Governor, with every circumſtance relative thereto. You are not, however, to interfere in any way in the Medical Treatment of the Patients.

Wine and Porter.

Complaints of Patients to be attended to.

Not to interfere in the Medical Treatment.

Hoſpital to be inſpected every Night.

7.]—You are every Evening, after the Patients ſhall have been muſtered in their Wards, to ſee that the external doors are ſhut and ſecured, agreeably to the Regulations on that head, and you are to walk all round, within ſide the Boundary Walls of the Hoſpital, and inſpect every place in which men might be concealed, with a view to make their eſcape in the night, carefully obſerving whether there be any holes or contrivances of any kind made for aſſiſting men in getting over the wall, or in any way attempting to make their eſcape, or for the purpoſe of introducing Spirituous Liquors, or any other improper articles into the Hoſpital.

Wards to be viſited every Evening.

8.]—You are alſo every Evening, after the time fixed for putting out the Fires and Lights, to viſit all the Wards, Cabins, and other places occupied by the Patients and Servants, for the purpoſe of ſeeing that all the Patients are retired to their beds, and that there is no noiſe or diſturbance, or any Fires or Lights burning (except ſuch as may have been required to be kept in by the Medical Officers), and that every poſſible precaution be obſerved for the prevention of accidents by Fire; and you are to report to the Governor all irregularities or diſorderly conduct which you may diſcover in the Patients, Nurſes or other perſons, or any ſuſpicion which you may have of Patients attempting to deſert.

Caution againſt Fire.

Diſcharge of Patients.

9.]—When men are diſcharged from the Hoſpital to their Ships, you are to ſee that they are, without loſs of time, carefully conveyed to the Boats appointed to receive them, and, when neceſſary, you are to accompany them, and give every aſſiſtance in your power to prevent deſertion or intoxication; and you are to be careful, on all occaſions when Patients are diſcharged, that they carry away with them the Clothes, Bedding, Arms, Accoutrements, and Effects of every kind which remain, belonging to them, in the Hoſpital.

Death of Patients. Effects.

Corpſe. Bedding, &c.

10.]—On the Death of any Patient, you are forthwith to examine his Effects left in the Ward, and in the Bed Houſe; to ſee an exact account taken of them in a book kept by the Agent for the entry of Dead Men's Effects, ſign the ſame, and cauſe them to be depoſited in the apartment allotted for the reception of ſuch Effects; and you are to give directions, when a ſuitable or uſual time has elapſed, that the Body be removed in a decent manner, and that the Matron cauſe the Bed, Bedding, Linen, and Clothes, wherein it lay, to be taken immediately out of the Ward.

Muſter of Workmen.

11.]—You are to ſuperintend the Muſter of the Artificers and Labourers, who are to be aſſembled on your ſtation at the Gate for that purpoſe, on their coming to and leaving off work; and you are alſo to obſerve the conduct of the different Overſeers, and ſee that they perform in every reſpect their Duties in keeping the people under them diligently employed in the various works aſſigned to them, whom you are to cauſe to be muſtered at uncertain times, when you think proper, or may have reaſon to ſuppoſe any of them to be abſent.—

Employment.

You are to take care that none of them be, on any pretence, employed in matters not relating to the Public Duties of the Hoſpital, and that the works of every kind carrying on be well and faithfully executed.

To attend the Receipt of Proviſions, Stores, &c.

12.]—You are, when directed by the Governor, to join ſuch perſon or perſons whoſe Duty it may be to attend the Examination and Receipt of Proviſions, Stores, Coals, and Neceſſaries of every deſcription; you are to ſee them carefully weighed, counted, or meaſured, as the caſe may be, and to take particular care that the quantities agree with the bills of parcels, and that the quality be equal to contract, or the ſample or deſcription by which they may be delivered; you are to ſee them entered in a book directed to be kept in the Governor's poſſeſſion for that purpoſe, and, jointly with the perſon or perſons above mentioned, to ſign your Name on the Receipt Book as a proof of your having attended that Service, making, in conjunction with the others concerned, ſuch reports to the Governor thereon as he may require, or as you may from time to time find requiſite; and you are after each Receipt to ſee the before-mentioned Book returned to the Governors Office.

Survey of Proviſions, &c.

13.]—You are alſo, when directed by the Governor, to join ſuch perſon or perſons as he may appoint, and to ſurvey ſuch Stores, Proviſions, Neceſſaries, and other articles belonging to or remaining in the Hoſpital as he may think proper, and, jointly with ſuch perſon or perſons, faithfully to report under your hand to the Governor the remains and condition of all ſuch Stores, Proviſions, Neceſſaries, &c. as the caſe may require; and if on any Survey,

you

you ſhould differ in opinion from the other ſurveying Officers or perſons, you are to withhold your ſignature from the Report of Survey, and ſtate your reaſons thereon for ſo doing.

Patients' Effects to be valued before deſtroyed.

You are, when directed, to join the Agent in appraiſing ſuch part of the Patients' Effects as may be ordered to be deſtroyed to prevent infection; and you are likewiſe to attend the Sale of Dead Men's Effects and ſuch old Stores as may be ſold at the Hoſpital, taking an account of the produce of each lot, to enable you to join the Agent or Steward in ſigning the Account of ſuch Stores.

Sale of Effects to be attended.

14.]—You are daily to ſuperintend the weighing and cutting up of the Meat, and the iſſuing of the Proviſions and Stores, inſpecting alſo the Cook Room to ſee that the Proviſions be clean and decently dreſſed, and that juſtice be in every reſpect done to the Patients and people belonging to the Hoſpital.

To attend the weighing of Meat, &c. and dreſſing of the Proviſions.

15.]—You are on all occaſions to be particularly watchful over the Conduct of the Porters and Centinels, frequently viſiting their poſts to ſee that they are alert and attentive to their Duty; and you are to conſider it an important part of your Office, to enforce all Regulations made for preventing the introduction of Spirituous Liquors, Wine, Strong Beer, or any improper articles into the Hoſpital by any ways or means whatever, or any Articles, however trifling, the property of Government or of the Patients, from being carried out without permiſſion; and you are alſo to be very careful in ſeeing carried into effect all Orders and Regulations with reſpect to the Admiſſion of Strangers, and the going out and coming in of Officers and Servants belonging to the Hoſpital.

Conduct of Porter, &c. to be watched.

Spirituous Liquors, &c. not to be admitted.

Admiſſion of Strangers.

16.]—You are not to have any extra allowance for ſubſiſtence or travelling on any Services within the limits of the Port; but in caſe you ſhould be ſent on Duty beyond thoſe limits, you will be allowed at the rate of ten ſhillings a day if employed afloat, and after the rate of fifteen ſhillings a day if travelling on ſhore in addition to your actual carriage hire.

Travelling Expences.

17.]—You are not, either directly or indirectly, to have any Intereſt or Concern whatever in any Proviſions, Stores, Clothes, Medicines, or Neceſſaries which may be purchaſed for the Service of Government, or in the Purchaſe of any Stores or other articles or effects, whether belonging to Government or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in or to make any Advantage of the Medicines, Drugs, Neceſſaries, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any perſon for you, to demand or receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon having any connection either as a Principal or an Agent with any part of your Public Duty, or having buſineſs to tranſact either at the Hoſpital or at the Tranſport Office; nor are you, or any perſon in your behalf, to receive any Fee, Gratuity, or Reward whatever for the nomination or appointment of any Clerk or other perſon to be employed in any capacity whatever in the Hoſpital. To this effect you are to take an Oath, in the preſcribed form, and give Bond in three times the amount of your ſalary; and, in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Concern in Proviſions, &c. forbidden.

Fees forbidden.

Oath and Bond to be entered into.

Appendix No. 1.
Appendix No. 2.

18.]—You are to conſider the Inſtructions contained in the preceding articles, as the general Outline of the Duty of the Lieutenants, which, together with all ſuch directions as ſhall from time to time be given by the Governor, you are hereby moſt ſtrictly enjoined diligently to obey; aiding and aſſiſting on every occaſion, to the utmoſt of your power, in carrying all his Orders and Inſtructions into execution. For this purpoſe you are to be very careful that every Officer and other perſon do ſtrictly perform the Duty aſſigned to him, and alſo that good order, regularity, and ſubordination amongſt the Patients, and all claſſes of people belonging to the Hoſpital, be ſtrictly enforced; and it is expected that you feel an Intereſt in the whole management and concerns of the Hoſpital, and zealouſly attend to every thing going on therein, cauſing the beſt economy to be obſerved on all occaſions, and being very watchful to prevent, by every means in your power, the ſmalleſt abuſe in any branch of the Eſtabliſhment. And you are to report to the Governor any difficulty or obſtruction which you may meet with in the performance of any part of the Services entruſted to your care, and all miſconduct or irregularity which you may diſcover in any perſon employed in the Hoſpital.

General Injunction for the performance of Duty.

INSTRUCTIONS

For the Phyſicians of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

YOU are to make the Houſe allotted you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute the Duties of your Office; and you are never to be abſent from your Duty, or remain out of the Hoſpital during the night, without permiſſion of the Governor, who has authority to grant you, occaſionally, four days leave; but if you require longer Leave of Abſence from your Duty, you are to make application to us, through the Governor, for that purpoſe. In order that no perſon belonging to the Hoſpital, or any Patient therein, may fail in the reſpect due to you, through

Reſidence.

Abſence.

Uniform to be worn.

real or pretended ignorance of your ſtation, you are at all times, when in the Hoſpital, to wear the Uniform aſſigned you.

Authority of the Governor.

2.]—The Governor is inveſted with full Authority over all Officers and other perſons, in all matters relating to the general economy, diſcipline, and good order of the Hoſpital. He is to controul the diſburſement of Public Money, and the receipt and expenditure of Stores, Proviſions, and Neceſſaries of every kind; he is reſponſible that all Officers and other perſons belonging to the Hoſpital do faithfully and punctually perform their reſpective Duties, and that regularity and due ſubordination be maintained therein: you are therefore to obey his directions on all occaſions, excepting in Caſes that are purely Medical; and whenever the ſame ſhall happen to be contradictory to theſe Inſtructions, or any other ſtanding Regulations which you may be under at the time, you are to inform him thereof in writing; but if, notwithſtanding, he ſhall deem it proper to perſiſt in the Order he has given, you are immediately to comply therewith, and repreſent, through him, the circumſtances of the caſe to us. And as Lieutenants are appointed to aſſiſt the Governor in the execution of his Duty, you are to conſider them as being next in Authority to him; and you, as well as all the Officers and perſons employed under you, are to behave with proper reſpect to the ſaid Lieutenants, and attend to ſuch directions as they may find neceſſary to give for the punctual execution of all Orders and Regulations eſtabliſhed for the government of the Hoſpital.

Medical Caſes.

Authority of Lieutenants.

All Correſpondence to be carried on through the Governor.

3.]—In order that the Governor may have complete knowledge of the concerns of the Hoſpital, all Orders and Letters relative thereto, from this Board, will be ſent, unſealed, under cover to him; and all Communications of whatever nature which you may hold with us, or with other Public Boards, are to be delivered, unſealed, to the Governor, that he may forward them with ſuch remarks as he ſhall judge neceſſary.

Receipt of Patients.

4.]—One Phyſician and one Surgeon are invariably to attend the Duty of receiving Patients, and every man carried to the Hoſpital for admiſſion is to be examined by one of them, as the caſe may be phyſical or ſurgical, unleſs he ſhall arrive during the time the Phyſicians or Surgeons ſhall actually be viſiting their reſpective Wards, in which caſe a Hoſpital Mate may be allowed to perform this Duty. When it may be your turn to execute this Service, you are to be very attentive thereto, and to be always ready to examine, in the preſence of the Medical Officer who accompanies them, any men who may be ſent to the Hoſpital whoſe caſes ſhall be phyſical; you are to be very careful not to receive any men whoſe diſeaſes cannot derive advantage from Hoſpital treatment, unleſs the Ships to which they belong ſhould be immediately going to Sea, or in caſes of infanity, paralyſis, or epilepſy, under either of which circumſtances they are to be admitted, and examined at the firſt ſurvey for being invalided, or otherwiſe diſpoſed of, as their caſes may require; nor are you to receive Patients whoſe diſeaſes or hurts are ſuch as can obviouſly and ſpeedily be cured by the Surgeon on board the Ship to which they belong, unleſs it ſhall happen that the Ship is about to be paid off.

Mates on Receiving Duty to give Notice to Principals.

You will take care to inſtruct the Hoſpital Mate that when, in the caſe mentioned in the preceding article, he ſhall be employed in receiving men, if any Patients requiring medical aſſiſtance be received by him, he is to give you immediate notice thereof, ſtating their caſes reſpectively; and you are, without fail, to viſit and preſcribe for ſuch Patients as ſoon as you poſſibly can after receiving ſuch notice. You are however to inform your Hoſpital Mate that he is not himſelf to reject any man ſent for admiſſion, but that if he conſider him not to be an object for the Hoſpital, he is to report the ſame to you for your direction thereon.

Mates not to reject men themſelves.

Notice to be given to the Governor when men are rejected.

6.]—As the admiſſion of men feigning diſeaſes or hurts into an Hoſpital muſt be detrimental to the Service, you are to uſe every means in your power to detect impoſtors; and whenever, on that or any other account, you ſhall ſee cauſe to reject any men, you are immediately to repreſent the circumſtance to the Governor, that he may take ſuch ſteps on the occaſion as he ſhall think proper for cauſing them to be ſent back to their Ships.

Ticket ſent with Patients to be ſigned for the men's entry.

Deſcription of perſons to be received into the Hoſpital.

7.]—As every Seamen and Marine ſent from His Majeſty's Ships for admiſſion into the Hoſpital, will carry with him a Ticket duly ſigned by the Captain or Commander and other ſigning Officers, and Marines from head quarters a Ticket ſigned by the Commandant and Surgeon of Marines, you are to ſign your name on the back of the Tickets of all ſuch men as you find fit objects to be received, as an authority to the Agent for entering them as Patients on the Hoſpital Muſter Book; and you are to obſerve, that men ſent from Ships in Ordinary Navy Tranſports, Hoys belonging to the Victualling Office, and all Veſſels being the property of the Crown, are to be received and treated in all reſpects the ſame as thoſe ſent from His Majeſty's Ships in Commiſſion.

Servants of the Hoſpital to be treated as Patients when ill.

Appendix No. 4.

Appendix No. 5.

Notice to be given the Governor whenever Servants have been ſick thirty days.

Appendix No. 6.

8.]—The Servants of the Hoſpital are alſo, when ill, to be treated as Patients; and whenever you ſhall be applied to by any of them on account of indiſpoſition, and you ſhall find them unable to continue on Duty, you are to receive them into a Ward and preſcribe Medicines and Diet for them, as for other Patients in ſimilar caſes, ſignifying the ſame to the Agent by a note under your hand, in the form annexed, approved by the Governor; and when ſuch Servants ſhall be fit to be returned to Duty, or otherwiſe diſcharged, you are to ſignify it to the Agent by a note, in the form annexed, that he may regulate his books accordingly. You are alſo in caſes where any Servants may have continued ſick thirty days, to notify the ſame to the Governor, in the form annexed, ſtating the caſe of each; and this report you are to repeat at the end of every thirty days they may continue ſick.

Patients to be bathed and waſhed when received.

9.]—Every Patient received into the Hoſpital by you is to be waſhed in a bathing tub with warm water and ſoap, before he be put to bed, unleſs you ſhall deem it improper, in ſuch caſe he may be gently waſhed by the Nurſe with a cloth dipped in warm water with ſoap ſhould his caſe admit of it; and this proceſs o waſhing and bathing Patients is invariably to be

be done in the preſence and under the ſuperintendence of an Hoſpital Mate, in order that he may immediately adminiſter ſuch relief as the Patient may happen to require.

Caution againſt the ſpreading of contagious Diſeaſes.

10.]—When Patients are received into the Hoſpital with contagious Diſeaſes, you are to report the ſame to the Governor that he may give the neceſſary Orders for carefully attending to the eſtabliſhed Regulations for purifying their clothing, bedding, &c. you are likewiſe to ſuggeſt to him the uſe of ſuch other means, as may in your opinion tend to deſtroy and prevent the ſpreading of Contagion, repreſenting to him whenever for this purpoſe it ſhall appear to you neceſſary to burn all or any part of a Patient's effects; and whenever, from the nature of the diſeaſe in any Ward under your care, you ſhall conſider it prudent to prevent any communication therewith, except by the Medical Officers and Nurſes, you are to repreſent the ſame in writing to the Governor, ſpecifying the names of the Patients in ſuch Wards, in order that he may authorize the Agent to give them the Muſter Letter, and alſo take ſuch meaſures thereon for preventing communication as he may think proper. And you are to report to him every change that may take place in ſuch Wards during the time they may remain in a ſtate not to be viſited by the Lieutenant or Agent.

Hoſpital Dreſſes to be ſupplied to Patients with infectious Diſeaſes.

11.]—Every Patient received with an infectious Diſeaſe, ſhall leave all his clothes in the Bed Houſe, and be furniſhed with the Dreſs of the Hoſpital, and no part thereof is to be returned to him without the Governor's permiſſion; other Patients are not to be furniſhed with Hoſpital Dreſſes, unleſs from the ſtate of their own clothing it ſhall be deemed proper, but they ſhall be allowed to take into their Wards ſuch a quantity of their own clothes as may be fixed by the Governor, and no further ſupply is to be granted them without his authority.

How to proceed in caſes of Inſanity.

12.]—When a Patient is received into the Hoſpital on account of Inſanity, he is to remain there two weeks, or until the nature of the diſeaſe ſhall have been fully aſcertained, previouſly to his being ſent to Bethlehem Hoſpital, during which time you are to pay particular attention to him, treating him in ſuch manner as in your judgment may appear moſt conducive to his recovery. Should the inſane ſtate of the Patient be a recent occurrence, or the conſequence of the diſeaſe for the cure of which he was admitted into the Hoſpital, the particulars of the caſe are to be tranſmitted to us; and whenever any inſane Perſon is to be ſent from the Hoſpital to this Office for the purpoſe of being placed in Bethlehem Hoſpital, you are to ſign, ſeal, and tranſmit with him a Certificate according to the form preſcribed. Appendix No. 7.

Diſtribution of Patients among the Phyſicians and Surgeons.

13.]—As one Phyſician and one Surgeon are conſtantly to attend, in weekly rotation, the Receiving Duty, and take under their care ſuch men as they reſpectively receive, the number of their Patients will probably in general be nearly equal; but ſhould it from any cauſe happen that the number of Patients of one Phyſician or Surgeon exceed by fifteen that of the other, then the Patients, as they are received, ſhall be ſent to the Phyſician or Surgeon who may have the leaſt number until they become equal; and you are to attend to this Regulation as far as you may be concerned therein.

Patients to be viſited on Admiſſion.

14.]—You are to viſit every Patient who may be received by any other Medical Officer committed to your care, as ſoon as poſſible after his Admiſſion into the Hoſpital; to preſcribe for him ſuch medicine, diet, and treatment as you may judge proper; and to ſee that ſuch further care be taken of him as the circumſtance may require.

Hours preſcribed for viſiting Patients daily.

15.]—You are to viſit your Patients regularly morning and evening, and at all other times when the nature and urgency of their complaint may render it neceſſary. Your morning viſit in the Summer is to commence at or before half paſt Nine, and in the Winter at or before Ten o'clock; your evening viſits throughout the year are to be made at Six o'clock, or ſuch later hour as the prevailing diſeaſe or the nature of the caſes under your care may require, and whenever you may have occaſion to be abſent at the time of the evening viſit, you are to get one of the other Phyſicians to perform your Duty.—You are to direct the Hoſpital Mates that ſhould any Patients become worſe at any time between your viſits, whether in the day or night, they do not fail to report the ſame to you, in order that you may viſit him: and you are on all occaſions when a Patient ſhall be dangerouſly ill, to cauſe an Hoſpital Mate to viſit him as frequently as you may judge proper, both by day and night, in order to watch the criſis of his diſeaſe, and to give you immediately every information thereon that the caſe may require; and you are alſo to give general directions to the Nurſes that whenever any Patient under their care ſhall deſire to ſee a Medical Officer, or whenever the Nurſes themſelves may diſcover any Patient to be worſe, whether in the day or night, that they immediately make the ſame known to one of the Hoſpital Mates.

How to proceed in caſes of Abſence.

When Patients become worſe, or are dangerouſly ill.

Effects of Medicine and Diet to be obſerved.

16.]—You are at every viſitation carefully to examine into the progreſs of each Patient's diſeaſe, diligently obſerving the effects of the Medicines and Diet you have already preſcribed, and continuing them or ordering ſuch others as the reſpective caſes may require.

Appendix No. 8. A Preſcription Ticket to be made out for each Patient, containing every particular reſpecting him.

17.]—You are to have for every Patient under your care a Preſcription Ticket in the annexed form, in which you are to enter his name and quality, the name of the Ship to which he belongs, the time when you received or firſt viſited him, his diſeaſe, and the number of the Ward in which he is placed. In this Ticket you are daily to preſcribe the Medicines, Wine, Porter, and every other neceſſary which you may judge proper for ſuch Patient to receive from the Diſpenſary with the diet you may have ordered for him.—You are likewiſe to inſert therein the different ſymptoms of his diſeaſe as they ſhall from time to time preſent themſelves; and alſo, as you may change the treatment, the cauſe that induced you to do ſo, and you are to note therein the time of the Patient's diſcharge, ſtating whether cured or uncured, his being invalided, his deſertion, or death, as the caſe may be.

Mates to ſee that the proper Medicines are taken.

18.]—You are to direct your Hoſpital Mate to go regularly round the Wards, when the Medicines ſhall have been received from the Diſpenſary, to ſee that they are properly placed,

by the Nurſes, at the head of each Patient's Cradle for whom they are preſcribed, and that they be regularly taken as directed by you.

Clean Bedding and Linen.

19.]—You are to take care that every Patient, on his firſt Admiſſion into the Hoſpital, under your care, be allowed a clean Bed to himſelf, with clean Bedding, and that the perſons of your Patients be at all times kept clean; that their Body Linen be changed twice a week, and their Bed Linen every fortnight, or, in particular caſes, as often as you may judge neceſſary. And whenever any Patient dies, or ſhall be removed from an infectious Ward, you are to give the neceſſary directions that his Cradle be well waſhed with warm water and ſoap;—that the ſacking of the Bed and every utenſil he had in uſe be alſo well ſcoured and expoſed to the open air, before any other Patient takes poſſeſſion of them.

When Patients die, Cradles, &c. to be ſcoured, &c.

Bedding, &c. to be aired.

20]—It being very deſirable that the Beds and Bedding ſhould be taken out of the Wards as often as circumſtances ſhall require and the weather will permit, and that each article ſhould be ſhaken and expoſed to the open air for a conſiderable time together; you are, whenever you ſhall judge this to be neceſſary in any Ward under your care, to report the ſame to the Governor, who will order ſuch Labourers as may be neceſſary to perform this Service, and direct a Centinel to be placed over the various articles while they continue ſo expoſed, to prevent any thing being loſt; and you are to take great care that the Wards be at all times properly ventilated.

Further Caution againſt Contagion.

21.]—You are to take care that men with different diſtempers be not improperly put into the ſame Ward, and to pay particular attention to thoſe with contagious diſeaſes be kept ſeparate from all other deſcriptions of Patients; and that every precaution be taken to prevent the ſpreading of Infection. When a remiſſion ſhall take place in a Patient's diſeaſe and continue ſo as to prove him convaleſcent, you are to cauſe him to be removed to a convaleſcent Ward, taking care that he has clean Clothes, and that every precautionary meaſure be adopted to prevent ſuch Patient carrying Diſeaſe to the Ward in which he may be placed, obſerving that no more convaleſcent Wards are at any time to be occupied, than ſhall abſolutely be neceſſary for the Patients in general belonging to the Hoſpital.

Convaleſcents.

No more convaleſcent Wards to be occupied than neceſſary.

Cleanlineſs of Wards.

Diſtance of Cradles one from another.

Proportion of Nurſes to Patients.

22]—You are to ſee that the Wards and Utenſils therein be kept in a ſtate of the moſt perfect Cleanlineſs; that the diſtance of at leaſt four feet be preſerved between each Cradle when the Service will admit of it, but never leſs than two; that there be a proper number of Nurſes, not exceeding, except in caſes of abſolute neceſſity, the proportion of one to ſeven Patients; and you are not only yourſelf, but are ſtrictly to enjoin your Hoſpital Mates and all the Nurſes, to behave with the greateſt tenderneſs and attention to the Patients; and, as ſickneſs generally depreſſes the ſpirits, it becomes not only your Duty, but that of every perſon who attends the Patients, to ſooth and cheer their minds by the moſt humane attention; to hear with patience all their complaints, to explain and redreſs, as far as poſſible, whatever they may think grievances, by every expreſſion of conſolatory kindneſs, which will naturally inſpire them with confidence, exhilarate their ſpirits, and add to their hope of recovery, and to which it cannot fail to contribute. When it ſhall appear to you that any of the Nurſes may be, from age, infirmity, or other cauſe, incapable of performing the Duty required of them, you are to repreſent the ſame with all the circumſtances of the caſe to the Governor.

Tenderneſs to Patients enjoined.

Inefficient Nurſes to be reported to the Governor.

No more Wards to be occupied than neceſſary.

23.]—It being deſirable at all times, in order to prevent an unneceſſary expence of Nurſes, Coals, Candles, and Stores, that no more Wards ſhould be occupied than are really neceſſary, you are to take care that the Ward or Wards appropriated for any deſcription of Patients that may from the nature of their complaints be placed together (whether ſuch Wards be under your care or not), be filled agreeably to the proportion of room allowed before you ſend to another Ward any Patient received with a ſimilar diſeaſe; ſuch Officers alſo as may be received into the Hoſpitals are, for the above reaſons, to be accommodated in as few Wards or Cabins as the nature of their rank, their complaints, or other circumſtances will warrant; and this Regulation is to be invariably attended to, even though it ſhall occaſion ſome inequality in the diviſion of the number of Patients amongſt the Phyſicians, and even though the Officers may be all under one Phyſician. You are, however, to adopt ſuch Regulations as you and the other Phyſicians jointly may, by permiſſion of the Governor, think proper to eſtabliſh, with reſpect to attending ſuch Officers and other Patients who cannot, for the reaſons before ſtated, be ſo equally divided under the care of the reſpective Phyſicians as ordered in Article 13 to be generally the practice; obſerving, however, that you are not to place Officers in the ſame Ward or Cabin who are not accuſtomed to meſs and aſſociate together on board His Majeſty's Ships; nor Officers or other perſons who walk the Quarter Deck in the ſame Ward with inferior Patients. You are, whenever you may require any Ward to be prepared for the reception of Patients, to apply to the Governor in writing for the ſame, repreſenting your reaſons for ſo doing, in order that he may, if ſatisfied of the propriety thereof, give directions accordingly.

Officers to be accommodated in as few Wards as poſſible.

How to prevent inconveniences from the number of Officers, &c. being unequally divided among the Phyſicians and Surgeons.

Diſpoſal of Officers in the Wards.

When additional Wards are wanted to apply to the Governor.

Receipt of Officers in the Hoſpital.

24]—All Officers, ſent to the Hoſpital for admiſſion as Patients, are to be firſt ſurveyed in the preſence of the Governor by the Phyſician and Surgeon upon the Receiving Duty; and when it ſhall be your Duty to perform this Service, you are to ſignify in writing your reaſons for deeming them fit objects to be received or rejected, as the caſe in your judgment may ſeem to require, which Report is to be delivered to the Governor for his approval, and for being tranſmitted to the Lords Commiſſioners of the Admiralty.

Officers to be ſent to Sick Quarters when the Hoſpital is full.

25.]—Officers whoſe caſes may require their being ſent on ſhore are not to be placed in Sick Quarters while room for their accommodation can be found within the Hoſpital; but if, from the Hoſpital being crowded, or or from any other cauſe, the Governor ſhould think it neceſſary to ſend Officers to Sick Quarters, they are to have the ſame benefit of your attendance as if they had been received into the Hoſpital.

How to proceed with regard to Officers who are unſerviceable.

26.]—All Officers, conſidered unſerviceable and ſent to the Hoſpital for the purpoſe of being ſurveyed, are to be examined in the preſence of the Governor by two Phyſicians and

one

one Surgeon, or one Phyſician and two Surgeons as the caſe, being either phyſical or ſurgical, may require; and whenever it ſhall be found neceſſary to diſcharge an Officer as unfit for Service, a Report of his caſe, ſigned by the Surveying Officers above mentioned, is to be delivered to the Governor to be approved by him, and tranſmitted to the Secretary of the Admiralty for the information of the Lords Commiſſioners, ſtating in the Report the cauſe of ſuch Officer's incapacity, and that the examination has been made with ſuch care and attention that they are ready, if required, to make Oath to the impartiality of their proceedings: whenever, therefore, it ſhall be your Duty to execute this Service, you are to be particularly attentive thereto.

Scheme of Diet. Appendix No. 9.

27.]—It having been judged expedient to eſtabliſh a regular Scheme of Diet for the Sick, conſiſting of full, half, low, and caſualty Diet, and ſhewing at length the ſpecies and quantity of Proviſions conſtituting each, you are to preſcribe ſuch of theſe Diets and of the ſpecies of Proviſions compoſing the ſame, as in your judgment may be proper for the reſpective caſes of your Patients. And whenever you may find it abſolutely neceſſary to deviate from the ſpecies or quantities of Proviſions, eſtabliſhed by the ſaid Scheme of Diet for any Patient under your care, you are to repreſent the ſame in writing to the Governor, for his directions thereon, who will, if he be ſatisfied of the neceſſity thereof, give the Steward directions to provide the articles required.

Deviation from it.

Diet to be preſcribed daily. Appendix No. 10.

28.]—You are to have, in each Ward under your care, a Diet Book in the form annexed, wherein you are at each morning viſit to preſcribe the Diet which you judge proper for the Patients for the following day, noting the whole number in the Ward, the number of them you deſire to be victualled on each ſpecies of Diet, with the number who are to receive each ſort of Proviſions compoſing ſuch ſpecies of Diet; and inſerting the quantity of Coals and Candles which you think requiſite for the health and comfort of the Patients, according to the ſeaſon of the year and ſtate of the weather. And as you are allowed by the Scheme of Diet in particular caſes of debility, or where the appetite may be capricious, to ſubſtitute ſuch quantities of Fiſh, Fowl, Veal, and Eggs, as with a due regard to economy you may think neceſſary for the recovery of any Patients, you are, whenever you may have preſcribed any of thoſe articles in the Diet Book of any Ward, to make out a Liſt, in the form annexed, of the Patients for whom the ſame are intended, with the quantity neceſſary for each Patient; and you are to cauſe a Nurſe to carry the ſaid Diet Book and Liſt (if any be made out) immediately to the Steward's Office, that he may as ſoon as poſſible demand Proviſions accordingly. You are not to preſcribe in the above-mentioned Book for ſuch men as you intend to diſcharge on the following day, but you are to inſert their Names in a Diſcharge Book, which you are to keep in the annexed form, and which is to be immediately ſent to the Agent that he may get their Tickets ready, and he will ſend the Book to the Steward's Office who will victual the men on the quantities of Bread and Cheeſe eſtabliſhed. When Patients are received into the Hoſpital after the Diet Book of the Ward to which they are ſent has been made up, you are to preſcribe the Diet proper for them for the following day in a Caſualty Book, in the annexed form; but if they ſhall not have been victualled for the day on which they were received previouſly to their arrival, you are to preſcribe Diet for them immediately for that day alſo in the ſaid Book, which is to be ſent to the Steward as ſoon as poſſible, that he may iſſue the ſame.

Coals and Candles.

Fiſh, Fowl, &c. may be preſcribed in certain caſes. Appendix No. 11.

How to preſcribe Diet for men who are to be diſcharged. Appendix No. 12.

Or received after the Diet Book has been made up. Appendix No. 13.

29.]—You are to examine occaſionally the Proviſions and ſuch other articles of Diet as are allowed to the Patients in your Wards, to ſee that they are good in quality, well dreſſed, and properly ſerved; and, ſhould you obſerve any neglect or want of attention in any of thoſe perſons whoſe Duty it is to ſuperintend this very eſſential part of the Service, you are to report it to the Governor.

Proviſions, &c. to be examined.

30.]—You are to report to the Governor every Monday morning, in the annexed form, the Names and Diſeaſes of ſuch of the men under your care, as ſhall appear to you fit objects for being ſurveyed, ſtating your reaſons for conſidering them unſerviceable; obſerving that if you ſhould have no Patients of that deſcription, you are nevertheleſs to ſpecify the ſame in the above form, that the Governor may be ſatisfied on that head. And whenever a Survey ſhall be appointed to be held on any men under your care, you are to be preſent at it and aſſiſt the Surveying Officers by giving them every information in your power reſpecting the caſes of ſuch men.

Appendix No. 14. Survey of unſerviceable men belonging to the Hoſpital.

31.]—It being directed that no men ſhall be ſurveyed afloat at Ports where there may be regular Hoſpital Eſtabliſhments, but that they ſhall be ſent to the Hoſpitals for examination, at which three Captains of His Majeſty's Ships with their Surgeons are as uſual to attend, as alſo the Phyſician of the Fleet and Inſpector of Hoſpitals whenever they may happen to be on the ſpot; you are, whenever you ſhall be required to attend ſuch Survey, to be particularly careful in the examination of the men, and aſſiſt the above-mentioned Officers with your advice with reſpect to their being fit or unfit for His Majeſty's Service.

Survey of unſerviceable men belonging to Ships.

Demands for Medicines, &c. for the Diſpenſary to be approved, and ſent to the Tranſport Board.

32.]—The Diſpenſer being directed to give timely notice to the Phyſicians and Surgeons, by a Liſt under his hand, of ſuch Medicines, Drugs, and Neceſſaries as may from time to time be required, you are, in conjunction with the other Phyſicians and Surgeons, to examine, adjuſt, and approve the ſame; obſerving, that nothing is to be demanded which can be prepared by the Diſpenſer, in order that all poſſible economy may be practiſed in this branch of His Majeſty's Service. The Liſt is then to be tranſmitted to us, through the Governor, that we may give orders for the Supplies being furniſhed, if we ſhall judge it expedient.

How to proceed when Medicines, &c. are wanted for immediate uſe.

33.]—When, from any unforeſeen cauſe, there ſhall be a want of any particular article of Medicines and Neceſſaries, and the time will not admit of a demand being regularly tranſmitted to us, the Diſpenſer is to repreſent the ſame, in writing, to the Phyſicians and Surgeons, ſpecifying the articles and quantity wanted; who are, provided ſuch articles ſhall

appear to them abſolutely neceſſary, jointly to ſtate it to the Governor, that he may give an order to the Steward to provide them on the ſpot. But you are to obſerve, that this mode of procuring a ſupply is never to be reſorted to, except in a caſe of emergency.

How to obtain Articles not ſupplied from the Diſpenſary.

34.]—You are to obſerve that no Articles or Neceſſaries are to be ſupplied by the Diſpenſer but ſuch as are contained in the Phyſician's or Surgeon's Preſcription Ticket, or demanded by note under their hands; and that whenever you may require any articles not ſupplied from the Diſpenſary, you are to repreſent the ſame, in writing, to the Governor, that he may, on ſeeing the propriety thereof, direct the Steward to procure and ſupply the articles required.

Diſpenſary is to be viſited daily.

35.]—The receipt and iſſues of Medicines and Neceſſaries at the Diſpenſary being of ſuch a nature as to preclude the ſuperintendence thereof, with advantage, by a Lieutenant or other Officer not medical, the Phyſicians and Surgeons are therefore alternately, at ſuch time as will the leaſt interfere with their Medical Duties, to viſit the Diſpenſary every day, in ſuch rotation as the Governor ſhall direct, for the purpoſe of examining the Diſpenſer's mode of compounding the Medicines, and occaſionally to ſee that the Preſcriptions are carefully made up agreeably to the ſtrict rules of Pharmacy; and that the whole buſineſs of the Diſpenſary be carried on with the ſtricteſt propriety and economy. And when Medicines, Drugs, or Neceſſaries of any kind are carried to the Diſpenſary, for the uſe thereof, the Phyſician or Surgeon on the above Duty is, in conjunction with the Diſpenſer, carefully to examine the quality and quantity thereof, compare the ſame with the Invoice or Bills of Parcels, and, ſhould there be no objection to their being received, he is to ſee an account of them entered in a book to be kept by the Diſpenſer for that purpoſe, and, together with him, ſign his name in teſtimony of his having inſpected the ſame. And when Medicines, Drugs, or Neceſſaries ſhall, upon inſpection, be found not to correſpond with the Invoice or Bills of Parcels, or be found of a quality unfit to be received, an account thereof is to be made out by the Diſpenſer, which is to ſigned by the Inſpecting Officer and Diſpenſer, and by the latter preſented to the Governor for his information. Whenever it ſhall be your turn to perform this Service, agreeably to the rotation which ſhall be eſtabliſhed, you are to execute the ſame with all poſſible care and attention; and, as the Governor is directed, at the end of every month, to take ſuch Medical Officers to his aſſiſtance as he may think proper, to examine the Diſpenſer's Accounts of Stores and Neceſſaries in his charge, you are, when called upon for that purpoſe, to attend and give him every aſſiſtance in your power.

Medicines, &c. to be examined on receipt.

Monthly Inſpection of the Diſpenſer's Accounts to be attended when required.

Conſultation to be held in critical Caſes.

36.]—Whenever you may have under your care any Patient whoſe Caſe may be very dangerous and critical, you are to conſult the other Phyſicians thereon, explaining the different ſymptoms of the Diſeaſe, and all the circumſtances attending the ſame; and you are maturely to deliberate on their opinions for your guidance on ſuch occaſions; and whenever your preſence may be required at a Conſultation on the Caſe of a Patient under the care of another Phyſician, you are in like manner to attend and give your opinion accordingly. Whenever any Patient under your care ſhall require ſurgical aſſiſtance, you are to call upon a Surgeon to attend, and explain to him fully the hiſtory of the Caſe, that he may form his judgment accordingly; and on all occaſions when a Surgeon ſhall require your aſſiſtance reſpecting any Patient under his care, you are to attend accordingly, and the Surgeon ſhall explain to you the hiſtory of the Caſe.

In Surgical Caſes to call upon a Surgeon to attend, and to attend the Surgeon when advice is wanted.

Conſultations in Caſes requiring capital Operations.

37.]—In all critical Caſes, or in ſuch as may demand a capital Operation, the Surgeon under whoſe care the Patient may be is directed to conſult his colleagues and the Phyſicians, who are to aſſemble as ſoon as poſſible for that purpoſe; by the opinion of the majority of whom he is to be guided; but if the voices be equal, the Surgeon under whoſe care the Patient may be is to have the caſting vote. You are therefore to attend ſuch Conſultation whenever you may be required; and to join with the other Phyſicians and Surgeons in making a Report of the Caſe on which ſuch Conſultation has been held, and the reſult thereof is to be tranſmitted for our information.

Reſult of Conſultations to be reported.

Appendix No. 15. Daily Report of the ſtate of the Wards to be made to the Governor.

38.]—You are to make a Daily Report, in the annexed form, to the Governor of the Patients under your care, ſpecifying the Wards in which they are placed, the number of perſons employed therein, the number confined to their beds, the number on recovery, the number in a ſtate to be diſcharged, and the number which may have died or deſerted ſince the preceding day.

Weekly State of the Patients in the Hoſpital to be ſent.

Appendix, No. 16.

39.]—The Agent being required to make out and tranſmit, ſo as to arrive at this Office every Monday, an Abſtract of the State of the Hoſpital, and a Liſt of the Officers remaining there, you are to ſend weekly to the Governor a Statement, ſigned by yourſelf, in the annexed form, ſhewing the different Diſeaſes or Complaints, and the number of Patients under your care afflicted with each, and the names of the Ships to which they belong; it is alſo to contain the names of ſuch as may be Officers, their Diſeaſes or Complaints reſpectively, with your opinion of the probable time when they may be again fit for Service; obſerving that this Statement is to be made out in ſufficient time for being delivered to the Agent, in order to enable him to fill up ſuch parts of the Abſtract above mentioned as relate to your Department. And, that we may have the earlieſt intelligence of Fever or other Epidemic Calamity breaking out, or of any unuſual influx of Patients on that or any other extraordinary occaſion, you are immediately to report the ſame with all the circumſtances relating thereto to the Governor, for our information, without waiting till the uſual period of making the Report above ſpecified.

But not to wait for that Report in unuſual Caſes.

Appendix, No. 17. Weekly Report to be made of Patients who have been more than twenty-eight Days under cure.

40.]—A Weekly Report is to be made by the Phyſicians and Surgeons, in the annexed form, of the names of all the Patients who have been more than twenty-eight days under cure, ſhewing the whole time they have been in the Hoſpital, the nature of their ſeveral complaints, under what Medical Officer's care they reſpectively are, with their opinions whether

whether ſuch Patients be further ſerviceable, and in what time they may probably be fit for Duty. On the back of this Report, in the form preſcribed, an Abſtract is to be made, ſhewing the number of Patients received and dead ſince the laſt Return, and the total number and ſtate of health of thoſe remaining under each Medical Officer, with the number of Nurſes employed by them reſpectively; which Report and Abſtract, after being fairly written out, is to be delivered to the Governor for being tranſmitted ſo as to arrive at our Office on Monday. You are therefore to attend to this Regulation, and timely fill up ſuch part of the ſaid Report and Abſtract as relates to the Patients under your care, and ſign your name thereto in the proper column.

With an Abſtract Account of the State of the Hoſpital.

41.]—You are, in conjunction with the other Medical Officers of the Hoſpital, to fill up and tranſmit to us, at the expiration of each month, a Return of the State of the Hoſpital, agreeably to the form annexed, for the information of the Inſpector of Hoſpitals, and alſo a Duplicate thereof for the information of this Board.

Monthly Return of the State of the Hoſpital to be ſent for the Inſpector.

Appendix, No. 18.

42.]—As the Surgeons of his Majeſty's Navy are directed by their Inſtructions to tranſmit with every Patient ſent to an Hoſpital a correct Statement of his caſe in writing; whenever this ſhall be omitted, or it ſhall appear that a Patient has either been neglected or injudiciouſly treated by the Surgeon of the Ship from which he was received, you are to communicate the particulars of ſuch Neglect or injudicious Treatment in writing to the Governor, that he may tranſmit the ſame to us, and alſo to the Commanding Officer at the Port, in order that ſuch ſteps may be taken as the caſe ſhall require.

Neglect or injudicious Treatment on the part of Surgeons of Ships to be reported.

43.]—Whenever the Governor or other Officers ſhall require your aſſiſtance for themſelves, their families, or ſervants, you are to attend and afford them the ſame Medical Aid as to the Patients of the Hoſpital, and may preſcribe Medicines for them, to be ſupplied from the Diſpenſary, reporting to the Governor when you may have under your care any Officers or other perſons belonging to the Eſtabliſhment not uſually received into Wards, who may be ſo ill as to be unable to attend their Duty, and reporting to him likewiſe, from time to time, their ſtate of health during their continuance under your care, and informing him when they return to Duty; but you are to obſerve that no Wine, Porter, or Neceſſaries are to be allowed from the Hoſpital Stores to any of the principal Officers, their families, or ſervants, even when ſick; but to the Hoſpital Mates and Clerks, and others below that rank, thoſe articles may be ſupplied, when they are actually confined by illneſs and require the ſame as a Medicine. And you are to ſend us a Weekly Return, in the form annexed, of all perſons of this deſcription, not entered as Patients, for whom you may have judged it proper to preſcribe Wine, Porter, and other Neceſſaries.

Officers of the Hoſpital and Families to be attended.

Wine, Porter, &c. not allowed principal Officers, but only to the inferior Officers and others.

Appendix, No. 19.

Weekly Return of ſuch Wine, &c. to be ſent.

44.]—You are to ſend to us weekly, a ſtatement of the caſes of thoſe Patients for whom you may have found it neceſſary to preſcribe more than a pint of Wine, or a quart of Porter daily.

Wine and Porter preſcribed above the common Allowance to be reported weekly.

45.]—When at any time it ſhall appear to you that Improvements may be made in any branch of Phyſical Science, or in the uſual mode of treatment of Patients at the Hoſpital, ſo as to be productive of benefit to the Service, you are without fail to report the ſame to us, that we may take ſuch ſteps on the occaſion as we may ſee proper.

Improvements in Phyſic to be reported.

46.]—You are, at the expiration of every twelve months, to tranſmit to us two or three of the moſt intereſting Caſes that may have been under your care during that period; giving a full ſtatement of the ſymptoms, treatment, and cure of the diſeaſe. When any Medical Commiſſioner of this Board or an Inſpector of Hoſpitals ſhall viſit the Eſtabliſhment to which you belong, you are to report to him any remarkable Caſes that may have come under your care ſince the laſt viſitation of any ſuch Commiſſioner or Inſpector, and to ſtate to him in writing every circumſtance which you may think likely to be productive of comfort to the Patients, or advantage to the Service in general.

Intereſting Caſes to be reported to the Board,

and made known to Commiſſioners or Inſpectors on viſitation.

Comfort of Patients.

47.]—You are to obſerve that your Hoſpital Mate be conſtant in his attention to his Duty, and he is never to be abſent without the Governor's permiſſion, which is not to be aſked but by your conſent, and when the Service will admit thereof. You are to report to us through the Governor any neglect or miſconduct which you may diſcover in your Hoſpital Mate, and alſo whenever it ſhall appear to you that his aſſiſtance in the Hoſpital ſhall be no longer neceſſary.

Conduct of Hoſpital Mate.

48.]—In order to prevent any delay to His Majeſty's Service, and any unneceſſary expence by keeping people longer in the Hoſpital than may be neceſſary for their cure, you are enjoined to uſe all your ſkill and diligence in haſtening the ſame, and not to keep any man on ſhore after he ſhall have become fit to do his Duty on board; and you are to report to the Agent every Monday and Thurſday, for the Governor's information, the names of ſuch men under your care as may be in that ſtate, in order that they may be diſcharged on the following Tueſdays and Fridays, but theſe general Diſcharge Days being eſtabliſhed is not, however, to prevent men from being diſcharged on any other day whenever it may be proper ſo to do.

Cure of Patients to be haſtened.

Diſcharge of Patients.

49.]—Whenever you may be ordered to viſit a Ship whoſe crew may be ſickly, you are to make a Report in writing to the Governor, to be by him tranſmitted to us, on the particular nature of the diſeaſes exiſting on board ſuch Ship, and whether in your opinion it is probable that they have been cauſed by miſmanagement or a want of attention to cleanlineſs, and if ſo to ſtate to whom ſuch miſmanagement or want of attention is to be attributed. In the mean time you are to recommend to the Commanding Officer ſuch meaſures as may appear to you beſt calculated to check the progreſs of infection, from whatever ſource it may have ariſen.

Viſitation of ſickly Crews of Ships.

50.]—Whenever you may be directed to join in the Survey of Officers or men reſpecting their fitneſs for Service, either at the Hoſpital or on board any of His Majeſty's Ships, or in any Survey which may be held on any Medicines, Stores, or Neceſſaries in charge of the Diſpenſer, and may differ in opinion from the other Surveying Officers on thoſe occaſions,

Surveys.

Difference of opinion.

and decline to ſign the Report of any ſuch Survey, you are to ſtate your reaſons on ſuch Report.

Aſſiſtance of Labourers.

51.]—Whenever you may require the temporary aſſiſtance of Labourers for any purpoſe relating to your Patients, you are, in order that they may not ſuffer the ſlighteſt inconvenience by delay, authorized to require the immediate aſſiſtance of ſuch Labourers as may be abſolutely neceſſary; but in caſes where delay cannot be productive of injury to the Patient, you are to make application to the Governor for ſuch aſſiſtance, and you are to take care that ſuch Labourers be directed to return to the current Duty of the Hoſpital ſo ſoon as their aſſiſtance can be diſpenſed with, obſerving that they are never to be employed on any private or domeſtic buſineſs whatever.

Vaccine Inoculation recommended.

52.]—It being thought proper that the practice of the Vaccine Inoculation ſhould be extended throughout His Majeſty's Navy, you are to adviſe all ſuch Patients as from the nature of their complaints you may conceive to be fit ſubjects for Inoculation, who are known to have hitherto eſcaped the Small Pox, or who are even doubtful of having had that diſeaſe, to be inoculated with the Vaccine Virus. Should any perſons, however, object to ſuch Inoculation, you are, with a view to overcome their prejudices, to repreſent the harmleſs nature of the operation and the ſubſequent advantages thereof.

Private Practice forbidden.

53.]—In order that your attention may not be diverted from the care of the Patients in the Hoſpital, or who may be at Sick Quarters, and of the Officers, their families, and ſervants of the Eſtabliſhment, you are ſtrictly forbidden to have any profeſſional practice whatever, except what may be required by your Public Duty above ſtated, unleſs in caſes of ſudden and accidental emergency.

Printed Forms.

54.]—You will be furniſhed by the Steward with ſuch Printed Forms, Account Books, or Notes as you may have occaſion to uſe, from time to time, on demanding the ſame by note under your hand, approved by the Governor. You are to take every precaution to prevent any of ſuch Forms or Printed Paper from being unneceſſarily waſted, expended, or appropriated to any other purpoſes than thoſe for which they are intended, and that when uſed they have all the columns properly and correctly filled up.

Travelling Charges.

55.]—You are not to have any extra allowance for ſubſiſtence or travelling while employed on any Services within the limits of the Port; but ſhould you be ſent beyond thoſe limits, you will be allowed at the rate of ten ſhillings a day, if employed afloat, and after the rate of fifteen ſhillings a day if travelling on ſhore, in addition to your actual carriage hire.

Fees, &c. forbidden.

56.]—You are not, nor is any perſon for you, either directly or indirectly, to demand or receive under any name, promiſe, or pretence whatſoever, any Perquiſite, Fee, Gratuity, or Reward from any Officers, Patients, Workmen, or other perſons whatever in or belonging to the Hoſpital for your attendance on them, or continuing them under your care, or for any other circumſtance reſpecting them connected with your Public Duty; nor are you to

Intereſt in Stores and Medicines forbidden.

have any Intereſt or Concern in any Medicines, Drugs, Proviſions, Stores, or Neceſſaries of any kind which may be purchaſed for the Service of Government, or in any thing whether belonging to Government, or to the Patients who may have been in the Hoſpital, which may be ſold by Government. Nor are you by any ways or means whatever, to be intereſted in or to make any advantage of the Inſtruments, Medicines, Drugs, Neceſſaries, Proviſions, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; or to receive under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon having any connection either as a Principal or an Agent with the Duty or Concerns of the Hoſpital; nor are you, or any perſon on your behalf, to receive any Fee, Gratuity, or Reward whatever for any private practice in your profeſſion, or for the nomination or appointment of any Hoſpital Mate or perſon of any

Oath and Bond to be entered into. Appendix, No. 1, 2.

deſcription to be employed in the Hoſpital. To this effect you are to take an Oath, and give Bond in three times the amount of your ſalary; and in caſe of default you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

General Injunction for performance of Duty.

57.]—Laſtly, the foregoing Inſtructions define your general Duty, ſo far as is conſidered neceſſary, for, in the concerns of the important ſituation which you fill, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey with the utmoſt attention every Order which may be given to you by the Governor, or Lieutenants, by his authority, excepting in caſes that are purely medical, taking care that in like manner the Hoſpital Mate, and all perſons employed under you, do ſtrictly perform the Duties aſſigned to them, that the beſt economy be obſerved on all occaſions, and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted; you are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are or may hereafter be eſtabliſhed by the Governor, for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital, reporting to him every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as you may from time to time in future receive; and in caſes for which no particular direction can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention, to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

INSTRUCTIONS

For the Surgeons of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

Reſidence. YOU are to make the Houſe allotted you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute the Duties of your Office;

Abſence. and you are never to be abſent from your Duty, or remain out of the Hoſpital during the night, without permiſſion of the Governor, who has authority to grant you, occaſionally, four days leave, but, if you require longer leave of Abſence from your Duty, you are to make application to us, through the Governor, for that purpoſe.— In order that no perſon belonging to the Hoſpital, or any Patient therein, may fail in the reſpect due to you, through real or pretended ignorance of your ſtation, you are at all times, when in the Hoſpital, to wear the Uniform aſſigned you.

Uniform to be worn.

Authority of the Governor. 2.]—The Governor is inveſted with full Authority over all Officers and other perſons, in all matters relating to the general economy, diſcipline, and good order of the Hoſpital; he is to controul the diſburſement of Public Money, and the receipt and expenditure of Stores, Proviſions, and Neceſſaries of every kind; he is reſponſible that all Officers and other perſons belonging to the Hoſpital, do faithfully and punctually perform their reſpective Duties, and that regularity and due ſubordination be maintained therein; you are therefore to obey his directions on all occaſions, excepting in Caſes that are purely Medical; and whenever the ſame ſhall happen to be contradictory to theſe Inſtructions, or any other ſtanding Regulations which you may be under at the time, you are to inform him thereof in writing; but if, notwithſtanding, he ſhall deem it proper to perſiſt in the Order he has given, you are immediately to comply therewith, and repreſent, through him, the circumſtances to us. And, as Lieutenants are appointed to aſſiſt the Governor in the execution of his Duty, you are to conſider them as being next in Authority to him; and you, as well as all the Officers and perſons employed under you, are to behave with proper reſpect to the ſaid Lieutenants, and attend to ſuch directions as they may find it neceſſary to give, for the punctual execution of all Orders and Regulations eſtabliſhed for the government of the Hoſpital.

Medical Caſes.

Authority of Lieutenants.

All Correſpondence to be carried on through the Governor. 3.]—In order that the Governor may have complete knowledge of the concerns of the Hoſpital, all Orders and Letters relative thereto, from this Board, will be ſent, unſealed, under cover to him; and all communications, of whatever nature, which you may hold with us or other Public Boards, are to be delivered, unſealed, to the Governor, that he may forward them, with ſuch remarks as he may judge neceſſary.

Receipt of Patients. 4.]—One Phyſician and one Surgeon are invariably to attend the Duty of receiving Patients; and every man carried to the Hoſpital for admiſſion is to be examined by one of them, as the caſe may be phyſical or ſurgical, unleſs he ſhall arrive during the time the Phyſicians or Surgeons ſhall actually be viſiting their reſpective Wards, in which caſe an Hoſpital Mate may be allowed to perform this Duty. When it may be your turn to execute this Service, you are to be very attentive thereto, and to be always ready to examine, in the preſence of the Medical Officer who accompanies them, any men who may be ſent whoſe caſes ſhall be ſurgical: when any ruptured man may be ſent to the Hoſpital, he is not to be received if he have no other complaint, but you are to furniſh him with a demand, in the annexed form under your hand, upon the Diſpenſer for a proper truſs, who is to take his receipt for the ſame, witneſſed by the Medical Officer who conducted him to the Hoſpital; and you are to take care that the truſs be of a proper ſize and properly fitted on before the man be taken back to his Ship; you are alſo to be very careful not to receive any men with ſuch other diſeaſes as cannot derive advantage from Hoſpital treatment, unleſs the Ships to which they belong ſhould be immediately going to Sea; in which caſe they are to be admitted and examined at the firſt Survey for being invalided, or otherwiſe diſpoſed of, as their caſes may be found to require; nor are you to receive Patients whoſe diſeaſes or hurts are ſuch as can obviouſly and ſpeedily be cured by the Surgeon on board the Ship to which they belong, unleſs it ſhall happen that the Ship is about to be paid off. And as much unneceſſary expence may be incurred by receiving ſlight Venereal Complaints into the Hoſpital, you are to admit ſuch caſes only as may have reſiſted the uſual mode of treatment, or thoſe in which diet and other comforts, which the Hoſpital affords, are likely to accelerate the cure of Patients of this deſcription from ſmall Veſſels, where they are ſo much expoſed to wet and cold that a courſe of Medicine would be dangerous on board.

Ruptures. Appendix No. 26.

Slight Venereal Complaints.

Mates on Receiving Duty, to give notice to Principals. 5.]—You will take care to inſtruct the Hoſpital Mate that when, in the caſe mentioned in the preceding article, he ſhall be employed in receiving men, if any Patients requiring ſurgical aſſiſtance be received by him, he is to give you immediate notice thereof, ſtating their caſes reſpectively; and you are, without fail, to viſit and preſcribe for ſuch Patients as ſoon as you poſſibly can after receiving ſuch notice; you are, however, to inform your Hoſpital Mate that he is not himſelf to reject any man ſent for admiſſion, but that, if he conſider him not to be an object for the Hoſpital, he is to report the ſame to you for your direction thereon.

Mates not to reject men themſelves.

Notice to be given to the Governor when men are rejected. 6.]—As the admiſſion of men feigning diſeaſes or hurts into an Hoſpital muſt be very detrimental to the Service, you are to uſe every means in your power to detect impoſtors; and whenever on that or any other account you ſhall ſee cauſe to reject any men, you are immediately

mediately to repreſent the circumſtance to the Governor, that he may take ſuch ſteps on the occaſion as he ſhall think proper for cauſing them to be ſent back to their Ships.

Tickets ſent with the Patients, to be ſigned for the men's entry.

7.]—As every Seaman and Marine, ſent from His Majeſty's Ships for admiſſion into the Hoſpital, will carry with him a Ticket duly ſigned by the Captain or Commander and other ſigning Officers, and Marines from Head Quarters a Ticket ſigned by the Commandant and Surgeon of Marines, you are to ſign your name on the back of the Tickets of all ſuch men as you find fit objects to be received, as an authority to the Agent for entering them as Patients on the Hoſpital Muſter Book. And you are to obſerve that men ſent from Ships in Ordinary, Navy Tranſports, Hoys belonging to the Victualling Office, and all Veſſels being the property of the Crown, are to be received and treated, in all reſpects, the ſame as thoſe ſent from His Majeſty's Ships in Commiſſion.

Deſcription of Perſons to be received into the Hoſpital.

Servants of the Hoſpital to be treated as Patients when hurt.

8.]—The Servants of the Hoſpital are alſo, in caſe of receiving hurts in the execution of their Duty, to be treated as Patients; and whenever you ſhall be applied to by any of them on account thereof, and you ſhall find them unable to continue on Duty, you are to receive them into a Ward and preſcribe Medicine and Diet for them as for other Patients in ſimilar caſes, ſignifying the ſame to the Agent by a note under your hand, in the form annexed, approved by the Governor; and when ſuch Servants ſhall be fit to be returned to Duty, or otherwiſe diſcharged, you are to ſignify it to the Agent by note, in the form annexed, that he may regulate his books accordingly. You are alſo, in caſes where any Servants may have continued ſick thirty days, to notify the ſame to the Governor, in the form annexed, ſtating the caſe of each; and this Report you are to repeat at the end of every thirty days they may continue ſick.

Appendix, No. 4.

Appendix, No. 5.

Notice to be given to the Governor whenever Servants have been ſick thirty days.

Appendix, No. 6.

Patients to be bathed and waſhed when received.

9.]—Every Patient received into the Hoſpital by you is to be waſhed in a bathing tub with warm water and ſoap, before he be put to bed, unleſs you ſhall deem it improper; in which caſe he is to be gently waſhed by the Nurſe with a cloth dipped in warm water and ſoap, ſhould his caſe admit of it; and this proceſs of waſhing and bathing Patients is invariably to be done in the preſence and under the ſuperintendence of a Hoſpital Mate, in order that he may immediately adminiſter ſuch relief as the Patient may happen to require.

Caution againſt the ſpreading of contagious Diſeaſes.

10.]—When Patients are received into the Hoſpital with contagious Diſeaſes, you are to report the ſame to the Governor, that he may give the neceſſary orders for carefully attending to the eſtabliſhed Regulations for purifying their Clothing, Bedding, &c. You are likewiſe to ſuggeſt to him the uſe of ſuch other means as may in your opinion tend to deſtroy and prevent the ſpreading of Contagion, repreſenting to him, when for this purpoſe it ſhall appear to you neceſſary, to burn all or any part of the Patient's effects. And whenever, from the nature of the Diſeaſe in any Ward under your care, you ſhall conſider it prudent to prevent any communication therewith, except by the Medical Officers and Nurſes, you are to repreſent the ſame in writing to the Governor, ſpecifying the names of the Patients in ſuch Wards, in order that he may authorize the Agent to give them the Muſter Letter; and alſo take ſuch meaſures thereon for preventing communication as he may think proper; and you are to report to him every change that may take place in ſuch Wards during the time they may remain in a ſtate not to be viſited by the Lieutenants or Agent.

Hoſpital Dreſſes to be ſupplied to Patients with infectious Diſeaſes.

11.]—Every Patient received with an infectious Diſeaſe ſhall leave all his clothes in the Bed Houſe, and be furniſhed with the Dreſs of the Hoſpital; and no part thereof is to be returned to him without the Governor's permiſſion. Other Patients are not to be furniſhed with Hoſpital Dreſſes, unleſs from the ſtate of their own clothing it ſhall be deemed proper, but are to take into their Wards ſuch a quantity of their own clothes as may be fixed by the Governor, and no further ſupply is to be granted them without his authority.

Diſtribution of Patients among the Phyſicians and Surgeons.

12.]—As one Phyſician and one Surgeon are conſtantly to attend, in weekly rotation, the Receiving Duty, and take under their care ſuch men as they ſhall reſpectively receive, the number of their Patients will probably in general be nearly equal; but ſhould it from any cauſe happen that the number of Patients of one Phyſician or Surgeon exceed by fifteen that of the other, then the Patients, as they are received, ſhall be ſent to the Phyſician or Surgeon who may have the leaſt number, until they become equal; and you are to attend to this Regulation as far as you may be concerned therein.

Patients to be viſited on admiſſion.

13.]—You are to viſit every Patient who may be received by any other Medical Officer, and committed to your care, as ſoon as poſſible after his admiſſion to the Hoſpital; to preſcribe for him ſuch Medicines, Diet, and Treatment as you may judge proper; and to ſee that ſuch further care be taken of him as the circumſtance may require.

How to proceed with men whoſe Caſes are ſuch as to entitle them to relief from the Cheſt at Greenwich.

14.]—When a Patient ſhall be received into the Hoſpital from any of His Majeſty's Ships and Veſſels on account of a wound or hurt, or a diſeaſe ariſing from a wound or hurt received in the Service, which ſhall make amputation neceſſary, or ſhall have ſo diſabled the Patient as to render him an object for relief from the Cheſt at Greenwich, you are to inſert on his Smart Ticket the further particulars of his caſe during the time he may have been under your care; but if no Smart Ticket ſhall have been granted to him, you are to repreſent the ſame to the Governor, that he may apply to the Captain of the Ship for one; and if it ſhould not afterwards be ſent, you are to lay a ſtatement of the man's caſe before the Governor, ſhewing the particulars of the manner in which he received the injury, and the time when the accident happened, which he will tranſmit to us, that we may take the neceſſary ſteps to obtain ſuch Ticket for him, or certify his caſe ourſelves for the conſideration of the Directors of the Cheſt at Greenwich.

Hours preſcribed for viſiting Patients daily.

15.]—You are to viſit your Patients regularly morning and evening, and at all other times when the nature and urgency of their complaints may render it neceſſary. Your morning viſit in the Summer is to commence at or before half paſt Nine, and in the winter at or before Ten o'clock. Your evening viſits throughout the year are to be made at Six o'clock, or at ſuch later hour as the nature of the caſes under your care may require. And whenever you

may

may have occaſion to be abſent at the time of the evening viſit, you are to get one of the other Surgeons to perform your Duty. You are to direct the Hoſpital Mates that, ſhould any Patient become worſe at any time between your viſits, whether in the day or night, they do not fail to report the ſame to you, in order that you may viſit him; and you are on all occaſions when a Patient ſhall be dangerouſly ill, to cauſe a Hoſpital Mate to viſit him as frequently as you may judge proper, both by day and night, in order to watch the progreſs of his diſeaſe or hurt, and to give you immediately every information thereon that the caſe may require; and you are alſo to give general directions to the Nurſes that whenever any Patient under their care ſhall deſire to ſee a Medical Officer, or whenever the Nurſes themſelves may diſcover any Patient to be worſe, whether in the day or night, that they immediately make the ſame known to one of the Hoſpital Mates.

How to proceed in caſes of Abſence,

and when Patients are dangerouſly ill, or become worſe.

16.]—As the ſucceſsful treatment of wounds or hurts muſt greatly depend upon the judicious management of the conſtitution, you are at each viſit carefully to examine into the general health of every Patient committed to your care, and to watch minutely the effects of whatever you may before have preſcribed for him. You are to ſuperintend your Hoſpital Mates when employed in dreſſing the Patients; but critical caſes, or all ſuch as may require a degree of ſuperior ſkill and dexterity, are to be, for the benefit of the Patient, dreſſed by yourſelf, and by which you will ſhew your Mates an example of profeſſional induſtry and expertneſs, and impreſs on their minds the neceſſity of paying the ſtricteſt attention to cleanlineſs, and to the moſt gentle mode of treatment, in the execution of this moſt important part of their Duty.

Conſtitution of Patients to be attended to.

Dreſſing Patients.

17.]—You are to have for every Patient under your care a Preſcription Ticket, in the annexed form, in which you are to enter his name and quality; the name of the Ship to which he belongs; the time when you received or firſt viſited him; his diſeaſe, wound, or hurt; and the number of the Ward in which he is placed. In this Ticket you are daily to preſcribe the Medicines, Wine, Porter, and every other neceſſary which you may judge proper for ſuch Patients to receive from the Diſpenſary, with the diet you may have ordered for him. You are likewiſe to inſert thereon the different ſymptoms of his diſeaſe, as they ſhall from time to time preſent themſelves, and alſo as you may change the treatment, the cauſe that induced you to do ſo; and you are to note thereon the time of the Patients Diſcharge, ſtating whether cured or uncured, his being invalided, his deſertion, or death, as the caſe may be. You are to demand from the Diſpenſer, by Note under your hand, ſuch ſupplies of Sponge, Bandages, Crutches, Truſſes, or other Surgical Materials as may be required for the uſe of the Patients under your care, and may not be included in the Preſcription Ticket; and whenever the nature of any of the above articles will admit of their being of further uſe, after they ſhall be no longer wanted for the purpoſe for which they were demanded, you are to cauſe them to be returned to the Diſpenſer and ſee that he recharge himſelf therewith; obſerving that no article whatever is to be iſſued from the Diſpenſary, but what ſhall be contained in the aforeſaid Preſcription Ticket, or demanded by Note as above mentioned.

Appendix, No. 8. A Preſcription Ticket to be made out for each Patient containing every particular reſpecting him.

Surgical Materials to be demanded from the Diſpenſer, and returned to him when done with.

18.]—Whenever Patients in a Phyſical Ward ſhall require Surgical aid, the Phyſicians are directed to ſend a liſt of their names by their Aſſiſtant to a Surgeon, in order that the Patients may receive the aid required; you are therefore, when ſuch application ſhall be made to you, to go as ſoon as poſſible to attend ſuch Patients, or ſend an Hoſpital Mate to do ſo, attending yourſelf however whenever the nature of the caſe ſhall appear to you by the report of your Mate to require it; and whenever any Patient under your care ſhall require the aid of a Phyſician, you are to deſire one to attend, and explain to him fully the hiſtory of the Caſe that he may form his judgment accordingly.

Patients in Phyſical Wards to be attended when required.

In Phyſical Caſes to call upon a Phyſician to attend.

19.]—You are to direct your Hoſpital Mates to go regularly round the Wards, when the Medicines ſhall have been received from the Diſpenſary, to ſee that they are properly placed by the Nurſes at the head of the Cradle of each Patient, for whom they are preſcribed, and that they are regularly taken as directed by you. You are to obſerve that your Hoſpital Mates be conſtant in their attention to their Duty; and they are never to be abſent without the Governor's permiſſion, which is not to be aſked but by your conſent, and when the Service will admit thereof.

Mates to ſee that the proper Medicines are taken.

Attendance of Hoſpital Mates.

Abſence.

20.]—If the number of Patients placed under your care ſhall at any time be greater than you and the Hoſpital Mate or Mates then allowed to you are capable of properly attending, you are to repreſent the ſame to us, through the Governor, and to ſtate what additional aſſiſtance you may deem neceſſary. You are to report in like manner any neglect or miſconduct which you may diſcover in any of your Hoſpital Mates, and alſo when it ſhall appear to you that the Service will admit of a reduction in the number employed under you in the Hoſpital.

Mates to be applied for if more are wanted.

Conduct of Mates.

Mates to be reduced when not wanted.

21.]—You are to take care that every Patient on his firſt admiſſion into the Hoſpital under your care, be allowed a clean Bed to himſelf, with clean Bedding, and that the perſons of your Patients be at all times kept clean; that their Body Linen be changed twice a week, and their Bed Linen every fortnight, or in particular caſes as often as you may judge neceſſary; and whenever any Patient dies, or ſhall be removed from an infectious Ward, you are to give the neceſſary directions that his Cradle be well waſhed with warm water and ſoap; that the Sacking of the Bed and any Utenſil he had in uſe be alſo well ſcoured and expoſed to the open air, before any other Patient takes poſſeſſion of them.

Clean Bedding and Linen.

When Patients die, Cradles, &c. to be ſcoured.

22.]—It being very deſirable that the Beds and Bedding ſhould be taken out of the Wards as often as circumſtances ſhall require, and the weather will permit, and that each article ſhould be ſhaken and expoſed to the open air for a conſiderable time together, you are, whenever you ſhall judge it to be neceſſary in any Ward under your care, to report the ſame to the Governor, who will order ſuch Labourers as may be neceſſary to perform this Service, and

Bedding, &c. to be aired.

direct a Centinel to be placed over the various articles while they continue ſo expoſed, to prevent any thing being loſt. And you are to take great care that the Wards be at all times properly ventilated.

Wounds and Sores to be kept free from impure air.

23.]—As the difficulty of curing Wounds or Sores, in Surgical Wards, may in a great degree be aſcribed to the expoſure of the Patients to impure air, which affects them in two ways, firſt, by the reſpiration of foul air producing a ſtate of conſtitution unfavourable to health; and ſecondly, by the tainted atmoſphere of foul or ſphacelating Ulcers coming in contact with the ſurface of recent or clean Wounds or Sores, you are therefore to be particularly attentive that all the Wards under your direction be well ventilated; and that no Patient who may be received with recent or clean Wounds, be placed in the ſame Ward with Patients who may be afflicted with foul or ſloughing Ulcers; obſerving alſo, when a Wound or Ulcer becomes clean, that the Patient be removed to a convaleſcent Ward.

Patients with clean Wounds to be put into ſeparate Wards from thoſe with foul Ulcers.

You are to be very careful to cauſe all the foul Bandages, on their being taken off, to be immediately immerſed in boiling water, and thoroughly waſhed; and that every Sponge and Utenſil, after being employed in dreſſing, be regularly cleanſed in the ſame manner; great care is likewiſe to be taken that every Sponge be deſtroyed as ſoon as the Patient's cure has been completed; but, if the caſe has been a foul or ſphacelating Ulcer, the Sponge is to be deſtroyed whenever the Sore ſhall have become clean, that the diſeaſed action may not be renewed; and you are to take all poſſible care that the Bedding and Clothing of all Patients, labouring under Ulcers of any deſcription, be ſo purified as to prevent the poſſibility of communicating Infection.

Foul Bandages, &c. to be cleanſed.

Directions about the uſe of Sponge.

Bedding, &c. of Patients with Ulcers to be purified.

24.]—You are to take care that the Wards, and the Utenſils therein, be conſtantly kept in a ſtate of the moſt perfect cleanlineſs; that the diſtance of at leaſt four feet be preſerved between each Cradle, when the Service will admit of it, but never leſs than two; that there be a proper number of Nurſes, not exceeding the proportion of one to ſeven Patients, except in caſes of abſolute neceſſity; and you are not only yourſelf, but you are ſtrictly to enjoin your Hoſpital Mates, and all the Nurſes to behave with the greateſt Tenderneſs and Attention to the Patients; and as ſickneſs generally depreſſes the ſpirits, it becomes not only your Duty, but that of every Perſon who attends the Patients, to ſooth and cheer their minds by the moſt humane attention; to hear with patience all their complaints; to explain and redreſs, as far as poſſible, whatever they may think grievances, by every expreſſion of conſolatory kindneſs, which will naturally inſpire them with confidence, exhilarate their ſpirits, and add to their hope of recovery, and to which it cannot fail to contribute.—When it ſhall appear to you that any of the Nurſes may be, from age, infirmity, or other cauſe, incapable of performing the Duty required of them, you are without fail to repreſent the ſame, with all the circumſtances of the caſe, to the Governor.

Cleanlineſs of Wards. Diſtance of Cradles one from another.

Tenderneſs to Patients enjoined.

Inefficient Nurſes to be reported to the Governor.

25.]—It being deſirable at all times, in order to prevent an unneceſſary expence of Nurſes, Coals, Candles, and Stores, that no more Wards ſhould be occupied than are really neceſſary, you are to take care that the Ward or Wards appropriated for any deſcription of Patients that may, from the nature of their complaints, be placed together, whether ſuch Wards be under your care or not, be filled agreeably to the proportion of room allowed, before you ſend to another Ward any Patient received with a ſimilar diſeaſe. Such Officers alſo as may be received into the Hoſpital are, for the above reaſons, to be accommodated in as few Wards or Cabins as the nature of their rank, their complaints, or other circumſtances will warrant. And this Regulation is to be invariably attended to, even though it ſhould occaſion ſome inequality in the diviſion of the Patients amongſt the Surgeons, and even though the Officers may be all under one Surgeon. You are to adopt ſuch Regulations as you and the other Surgeons jointly may, by permiſſion of the Governor, think proper to eſtabliſh, with reſpect to attending ſuch Officers and other Patients, who cannot, for the reaſons before ſtated, be ſo equally divided under the care of the reſpective Surgeons, as ordered in Article 12 to be generally the practice; obſerving, however, that you are not to place Officers in the ſame Ward or Cabin, who are not accuſtomed to meſs and aſſociate together on board His Majeſty's Ships; nor Officers or other perſons who walk the Quarter Deck, in the ſame Ward with inferior Patients. You are, whenever you may require any Ward to be prepared for the reception of Patients, to apply to the Governor, in writing, for the ſame, repreſenting your reaſons for ſo doing, in order that he may, if ſatisfied of the propriety thereof, give directions accordingly.

No more Wards to be occupied than neceſſary.

Officers to be accommodated in as few Wards as poſſible.

How to prevent inconveniences from the number of Officers, &c. being unequally divided among the Phyſicians and Surgeons.

Diſpoſal of Officers in the Wards.

When additional Wards are required, to apply to the Governor.

26.]—All Officers, ſent to the Hoſpital for admiſſion as Patients, are to be firſt ſurveyed, in the preſence of the Governor, by the Phyſician and Surgeon upon the Receiving Duty; and when it ſhall be your Duty to perform this Service, you are to ſignify in writing your reaſons for deeming them fit objects to be received or rejected, as the caſe in your judgment may ſeem to require; which Report is to be delivered to the Governor for his approval, and for being tranſmitted to the Lords Commiſſioners of the Admiralty.

Receipt of Officers in the Hoſpital.

27.]—Officers, whoſe caſes may require their being ſent on ſhore, are not to be placed in Sick Quarters while room for their accommodation can be found within the Hoſpital; but if, from the Hoſpital being crowded, or from any other cauſe, the Governor ſhould think it neceſſary to ſend Officers to Sick Quarters, they are to have the ſame benefit of your attendance as if they had been received into the Hoſpital.

Officers to be ſent to Sick Quarters when the Hoſpital is full.

28.]—All Officers, conſidered unſerviceable, ſent to the Hoſpital for the purpoſe of being ſurveyed, are to be examined, in the preſence of the Governor, by two Phyſicians and one Surgeon, or one Phyſician and two Surgeons, as the caſe being either phyſical or ſurgical may require. And whenever it ſhall be found neceſſary to diſcharge an Officer as unfit for Service, a Report of his caſe, ſigned by the Surveying Officers above-mentioned, is to be delivered to the Governor, to be approved by him, and tranſmitted to the Secretary of the Admiralty, for the information of the Lords Commiſſioners, ſtating in the Report the cauſe of

How to proceed with regard to Officers who are unſerviceable.

of such Officer's incapacity, and that the examination has been made with such care and attention that they are ready, if required, to make Oath to the impartiality of their proceedings: whenever, therefore, it shall be your Duty to execute this Service, you are to be particularly attentive thereto.

Scheme of Diet.

29.]—It having been judged expedient to establish a regular Scheme of Diet for the Sick, consisting of full, half, low, and casualty Diet, and shewing at length the species and quantity of Provisions constituting each, you are to prescribe such of those Diets, and of the species of Provisions composing the same, as in your judgment may be proper for the respective cases of your Patients; and whenever you may find it absolutely necessary to deviate from the species or quantities of Provisions, established by the said Scheme of Diet, for any Patient under your care, you are to represent the same in writing to the Governor, for his directions thereon, who will, if he be satisfied of the necessity thereof, give the Steward directions to provide the articles required. And you are to observe that no Bread is to be used for Poultices; a mixture of Linseed Meal and Pollard having been found to answer the purpose just as well.

Appendix, No. 9.

Deviation from it.

Poultices.

Appendix, No. 10.

30.]—You are to have, in each Ward under your care, a Diet Book in the form annexed, wherein you are at each morning visit to prescribe the Diet which you judge proper for the Patients for the following day, noting the whole number in the Ward, the number of them you desire to be victualled on each species of Diet, with the number who are to receive each sort of Provisions composing such species of Diet, and inserting the quantity of Coals and Candles which you think requisite for the health and comfort of the Patients, according to the season of the year and state of the weather; and as you are allowed by the Scheme of Diet, in particular cases of debility, or where the appetite may be capricious, to substitute such quantities of Fish, Fowl, Veal, and Eggs as, with a due regard to economy, you may think necessary for the recovery of any Patients, you are, whenever you may have prescribed any of those articles in the Diet Book of any Ward, to make out a List, in the form annexed, of the Patients for whom the same is intended, with the quantity necessary for each Patient; and you are to cause a Nurse to carry the said Diet Book and List (if any be made out) immediately to the Steward's Office, that he may as soon as possible demand Provisions accordingly. You are not to prescribe in the above mentioned Book for such men as you intend to discharge on the following day, but you are to insert their Names in a Discharge Book, which you are to keep in the annexed form, and which is to be immediately sent to the Agent, that he may get their Tickets ready, and he will send the Book to the Steward's Office, who will victual the men on the quantities of Bread and Cheese established. When Patients are received into the Hospital, after the Diet Book of the Ward to which they are sent has been made up, you are to prescribe the Diet proper for them for the following day, in a Casualty Book in the annexed form; but if they shall not have been victualled for the day on which they were received, previously to their arrival, you are to prescribe Diet for them immediately for that day also in the said Book, which is to be sent to the Steward, as soon as possible, that he may issue the same.

Diet to be prescribed daily.

Coals and Candles.

Fish, Fowl, &c. may be prescribed in certain cases.

Appendix, No. 11.

How to prescribe Diet for Men who are to be discharged.

Appendix, No. 12. Discharge Book.

Or received after the Diet Book has been made up.

Casualty Diet Book.

Appendix, No. 13.

31.]—You are to examine, occasionally, the Provisions and such other articles of Diet as are allowed to the Patients in your Wards; to see that they are good in quality, well dressed, and properly served; and should you observe any neglect or want of attention in any of those persons whose Duty it is to superintend this very essential part of the Service, you are to report it to the Governor.

Provisions, &c. to be examined.

Appendix, No. 14.

32.]—You are to report to the Governor every Monday morning, in the annexed form, the names of such of the men under your care, as shall appear to you fit objects to be surveyed, stating your reason for considering them unserviceable; observing that, if you should have no Patients of this description, you are nevertheless to specify the same in the above form that the Governor may be satisfied on that head; and whenever a Survey shall be appointed to be held on any men under your care, you are to be present at it, and to assist the surveying Officers by giving them every information in your power respecting the cases of such men.

Survey of unserviceable men belonging to the Hospital.

Survey of unserviceable men belonging to Ships.

33.]—It being directed that no men shall be surveyed afloat at Ports where there may be regular Hospital Establishments, but that they shall be sent to the Hospitals for examination, at which three Captains of His Majesty's Ships with their Surgeons are as usual to attend, as also the Physician of the Fleet and Inspector of Hospitals when they may happen to be on the spot; you are, whenever you shall be required to attend such Survey, to be particularly careful in the examination of the men, and assist the above-mentioned Officers with your advice, with respect to their being fit or unfit for His Majesty's Service.

Demands for Medicines, &c. for the Dispensary to be approved,

and sent to the Transport Board.

34.]—The Dispenser being directed to give timely notice to the Physicians and Surgeons, by a List under his hand, of such Medicines, Drugs, and Necessaries as may from time to time be required, you are, in conjunction with the Physicians and the other Surgeons, to examine, adjust, and approve the same, observing that nothing is to be demanded which can be prepared by the Dispenser, in order that all possible economy may be practised in this part of His Majesty's Service; the List is then to be transmitted to us, through the Governor, that we may give orders for the supplies being furnished if we shall judge it expedient.

How to proceed when Medicines, &c. are wanted for immediate use.

35.]—When from any unforeseen cause there shall be a want of any particular articles of Medicines and Necessaries, and the time will not admit of a Demand being regularly transmitted to us, the Dispenser is to request the same in writing of the Physicians and Surgeons specifying the articles wanted; who are, provided such articles shall appear to them absolutely necessary, jointly to state it to the Governor, that he may give an order to the Steward to provide them on the spot. But you are to observe that this mode of procuring a supply is never to be resorted to except in a case of emergency. Whenever you may require any articles, not supplied from the Dispensary, you are to represent the same in writing to the Governor, that

How to procure articles not supplied from the Dispensary.

that he may, on ſeeing the propriety thereof, direct the Steward to ſupply the articles required.

Diſpenſary to be viſited daily.

36.]—The receipt and iſſues of Medicines and Neceſſaries at the Diſpenſary, being of ſuch a nature as to preclude the ſuperintendence thereof, with advantage, by a Lieutenant or other Officer not medical, the Phyſicians and Surgeons are therefore alternately, at ſuch time as will the leaſt interfere with their Medical Duties, to viſit the Diſpenſary every day, in ſuch rotation as the Governor ſhall direct, for the purpoſe of examining the Diſpenſer's mode of compounding the Medicines, and occaſionally ſee that the Preſcriptions are carefully made up agreeably to the ſtrict rules of Pharmacy, and that the whole buſineſs of the Diſpenſary be carried on with the ſtricteſt propriety and economy: and, when Medicines, Drugs, or Neceſſaries of any kind are carried to the Diſpenſary for the uſe thereof, the Phyſician or Surgeon on the above Duty is, in conjunction with the Diſpenſer, carefully to examine the quality and quantity thereof, compare the ſame with the Invoice or Bills of Parcels; and ſhould there be no objection to their being received, he is to ſee an account of them entered in a book to be kept by the Diſpenſer for that purpoſe, and, together with him, ſign his name in teſtimony of his having inſpected the ſame; and when Medicines, Drugs, or Neceſſaries ſhall, upon inſpection, be found not to correſpond with the Invoice or Bills of Parcels, or be found of a quality unfit to be received, an account thereof is to be made out by the Diſpenſer, which is to be ſigned by the Inſpecting Officer and Diſpenſer, and by the latter preſented to the Governor for his information. Whenever it ſhall be your turn to perform this Service, agreeable to the rotation which may be eſtabliſhed, you are to execute the ſame with all poſſible care and attention; and as the Governor is directed, at the end of every month, to take ſuch Medical Officers to his aſſiſtance as he may think proper, to examine the Diſpenſer's Account, of Stores and Neceſſaries in his charge, you are when called upon for that purpoſe, to attend and give him every aſſiſtance in your power.

Medicines, &c. to be examined on receipt.

Monthly Inſpection of Diſpenſer's Accounts to be attended when required.

Surgical Inſtruments.

37.]—You will be furniſhed with a complete ſet of Surgical Inſtruments, including every Implement neceſſary for any Surgical Operation you may have to perform for the Patients under your care; but the utenſils and materials neceſſary for the uſe of the Patients, ſuch as Splints, Bandages, Sponge, and other articles of expenditure, are to be in the care of the Diſpenſer, from whom you are to demand the ſame. You are to pay great attention to the proper preſervation of ſuch Surgical Inſtruments as may be furniſhed you, and to keep an Account of them, in the annexed form. And you are, occaſionally, on being of opinion that any of them are unſerviceable or in want of repair, to apply to the Governor, in writing, to order the other Surgeon or Surgeons to join you in ſurveying the ſtate of the ſaid Inſtruments, and report the ſame, under your hands, to the Governor, for being tranſmitted to us; on which directions will be given to ſend the Inſtruments to this Office, which may, by ſuch Survey, be repreſented as unfit for uſe, in order that they may be repaired or replaced with new ones, as the caſe may require.

Splints, Bandages, &c. to be demanded from Diſpenſer.

Appendix, No. 27. Unſerviceable Surgical Inſtruments.

Conſultation in critical Caſes, and thoſe requiring capital Operations.

38.]—In all critical Caſes of whatever nature, particularly in ſuch as may ſeem to demand a capital Operation, the Surgeon, under whoſe care the Patient may be, is to conſult the other Surgeons and the Phyſicians, by the opinion of the majority of whom he is to be guided; but if the voices be equal, the Surgeon, under whoſe care the Patient may be, is to have the caſting vote; but when he ſhall object to the Operation propoſed, he ſhall not be obliged to perform it; and, if he decline, it ſhall be performed by the ſenior Surgeon who voted for the Operation, at ſuch time as he may judge moſt proper. You are therefore to call for ſuch Conſultation when any Caſes of the above nature may be under your care, or attend the ſame whenever you may be required, and to join with the other Phyſicians and Surgeons in making a Report of the Caſe on which ſuch Conſultation has been held; and the reſult thereof is to be tranſmitted for our information. If any Patient under your care ſhould die, on whoſe Caſe no Conſultation as above mentioned ſhall have been held, you are to deliver to the Governor, for being tranſmitted to us, a Report containing all the circumſtances attending his Caſe, and your reaſons for having diſpenſed with ſuch Conſultation.

Reſult to be reported. Patients who die without a Conſultation having been held, to be reported to the Governor.

Operations to be performed, and noticed in a Caſe Book.

39.]—You are to perform all Operations required on ſuch Patients as are entruſted to your care, and a Caſe Book, or Record of all Caſes requiring or terminating in important Operations, is to be kept by you, and preſerved and delivered to your ſucceſſor, that information may, when required, be procured therefrom; in which you are to ſtate the beginning, progreſs, and termination of all ſuch Caſes and Operations, with the mode of treatment you may have thought proper to adopt; and you are to produce the ſaid Book to the Inſpector whenever he ſhall viſit the Hoſpital.

Appendix, No. 15. Daily Report of the State of the Wards to be made to the Governor.

40.]—You are to make a Daily Report, in the annexed form, to the Governor of the Patients under your care, ſpecifying the Wards in which they are placed, the number of Nurſes employed therein, the number confined to their beds, the number on recovery, the number in a ſtate to be diſcharged, and the number which may have died or deſerted ſince the preceding day.

Weekly State of Patients in the Hoſpital to be ſent.

Appendix, No. 16.

41.]—The Agent being required to make out and tranſmit, ſo as to arrive at this Office every Monday, an Abſtract of the State of the Hoſpital and a Liſt of the Officers remaining there, you are to ſend weekly to the Governor a Statement, ſigned by yourſelf, in the annexed form, ſhewing the different Diſeaſes or Complaints, and the number of Patients under your care afflicted with each, and the Ships to which they belong; it is alſo to contain the names of ſuch as may be Officers, their Diſeaſes or Complaints reſpectively, with your opinion of the probable time when they may be again fit for Service; obſerving that this Statement is to be made out in ſufficient time for being delivered to the Agent, in order to enable him to fill up ſuch parts of the Abſtract above-mentioned as relate to your Department. And, that we may have the earlieſt intelligence of Fever, or other Epidemic Calamity breaking

But not to wait for that Report in unuſual Caſes.

breaking out, or of any unuſual influx of Patients on that or on any other extraordinary occaſion, you are immediately to report the ſame, with all the circumſtances relating thereto, to the Governor, for our information, without waiting till the uſual period of making the Report above ſpecified.

42.]—A Weekly Report is to be made by the Phyſicians and Surgeons, in the annexed form, containing the names of all the Patients who have been more than twenty-eight days under cure, ſhewing the whole time they have been in the Hoſpital, the nature of their ſeveral complaints, under what Medical Officers care they reſpectively are, with their opinions whether ſuch Patients be further ſerviceable and in what time they may probably be fit for Duty. On the back of this Report, in the form preſcribed, an Abſtract is to be made, ſhewing the number of Patients received and dead ſince the laſt Return, and the total number and ſtate of health of thoſe remaining under each Medical Officer, with the number of Nurſes employed by them reſpectively, which Report and Abſtract, after being fairly written out, is to be delivered to the Governor, for being tranſmitted ſo as to arrive at our Office on Monday. You are therefore to attend to this Regulation, and timely fill up ſuch part of the ſaid Report and Abſtract as relates to the Patients under your care, and ſign your name thereto in the proper column.

Appendix, No. 17. Weekly Report to be made of Patients who may have been more than twenty-eight days under cure, with an Abſtract Account of the State of the Hoſpital.

43.]—You are, in conjunction with the other Medical Officers of the Hoſpital, to fill up and tranſmit to us, at the expiration of each month, a Return of the State of the Hoſpital, agreeably to the form annexed, for the information of the Inſpector of Hoſpitals; and alſo a Duplicate thereof for the information of this Board.

Monthly Return of the State of the Hoſpital to be ſent for the Inſpector. Appendix, No. 18.

44.]—As the Surgeons of His Majeſty's Navy are directed, by their Inſtructions, to tranſmit with every Patient ſent to a Hoſpital a correct ſtatement of his caſe in writing, whenever this ſhall be omitted, or it ſhall appear that a Patient has either been neglected or injudiciouſly treated by the Surgeon of the Ship from which he was received, you are to communicate the particulars of ſuch Neglect or injudicious Treatment in writing to the Governor, that he may tranſmit the ſame to us, and alſo to the Commanding Officer at the Port, in order that ſuch ſteps may be taken as the caſe ſhall require.

Neglect or injudicious Treatment on the part of Surgeons of Ships to be reported.

45]—Whenever the Governor or other Officers ſhall require your aſſiſtance for themſelves, their Families, or Servants, you are to attend and afford them the ſame Medical Aid as to the Patients of the Hoſpital, and may preſcribe Medicines for them to be ſupplied from the Diſpenſary, reporting to the Governor whenever you may have under your care any Officers or other perſons belonging to the Eſtabliſhment, not uſually received into Wards, who may be ſo ill as to be unable to attend their Duty; and reporting to him likewiſe, from time to time, their ſtate of health during their continuation under your care, and informing him when they return to Duty; but you are to obſerve that no Wine, Porter, or Neceſſaries will be allowed from the Hoſpital Stores to any of the principal Officers, their Families, or Servants, even when ſick; but to the Hoſpital Mates and Clerks, and others below that rank, thoſe articles may be ſupplied when they are actually confined by illneſs, and may require the ſame as a Medicine; and you are to ſend us a Weekly Return, in the form annexed, of all perſons of this deſcription, not entered as Patients, for whom you may have judged it proper to preſcribe Wine, Porter, and other Neceſſaries.

Officers of the Hoſpital and Families to be attended.

Wine, Porter, &c. not allowed Principal Officers; but only to the inferior Officers and others. Appendix, No. 19. Weekly Return of ſuch Wine, &c. to be ſent.

46.]—You are to ſend to us, weekly, a ſtatement of the caſes of thoſe Patients for whom you may have judged it neceſſary to preſcribe more than a pint of Wine or a quart of Porter daily.

Wine, &c. preſcribed above the common Allowance to be reported weekly.

47.]—Whenever it ſhall appear to you that any Improvement may be made in the Art of Surgery, or in the Surgical Inſtruments now in uſe, you are without fail to repreſent the ſame to us, that we may cauſe a trial to be made thereof, if we ſhould think proper.

Improvements in Surgery to be reported.

48.]—You are, at the expiration of every twelve months, to tranſmit to us two or three of the moſt intereſting Caſes that may have been under your care during that period, giving a full ſtatement of the nature, treatment, and termination of the Diſeaſe or Injury. When any Medical Commiſſioner of this Board, or an Inſpector of Hoſpitals, ſhall viſit the Eſtabliſhment to which you belong, you are to report to him any remarkable Caſes that may have come under your care ſince the laſt viſitation of any ſuch Commiſſioner or Inſpector, and to ſtate to him, in writing, every circumſtance which you may think likely to be productive of comfort to the Patients, or advantage to the Service in general.

Intereſting Caſes to be reported to the Board, and made known to Commiſſioners or Inſpectors on viſitation. Comfort of Patients.

49.]—In order to prevent any delay to his Majeſty's Service and any unneceſſary expence, by keeping people longer in the Hoſpital than may be neceſſary for their cure, you are ſtrictly enjoined to uſe all your ſkill and diligence in haſtening the ſame, and not to keep any man on ſhore after he ſhall be fit to do his Duty on board; and you are to report to the Agent, every Monday and Thurſday, for the Governor's information, the names of ſuch men under your care as may be in that ſtate, in order that they may be diſcharged on the following Tueſdays and Fridays; but theſe general Diſcharge Days being eſtabliſhed is not, however, to prevent men being diſcharged on any other day, whenever it may be proper ſo to do.

Cure of Patients to be haſtened. Diſcharge of Patients.

50.]—Whenever you ſhall be ordered to viſit a Ship, in which Ulcers or other particular Surgical Caſes ſhall prevail, you are to make a Report, in writing, to the Governor, to be by him tranſmitted to us, of the nature of the Caſes on board ſuch Ship, and whether, in your opinion, it is probable they have been aggravated by miſmanagement or a want of attention to cleanlineſs; and, if ſo, to ſtate to whom ſuch miſmanagement or want of attention is to be attributed. In the mean time, you are to recommend to the Commanding Officer ſuch meaſures as may appear to you beſt calculated to remedy the evil, from whatever ſource it may have ariſen.

Viſitation of Crews of Ships afflicted with Ulcers, &c.

51.]—Whenever you may be directed to join in the Survey of Officers or men, reſpecting their fitneſs for Service, either at the Hoſpital or on board any of His Majeſty's Ships, or in any Survey which may be held on Medicines, Stores, or Neceſſaries in charge of the Diſ-

Surveys.

Difference of opinion.

penſer, and ſhould differ in opinion from the other Surveying Officers on thoſe occaſions, and decline to ſign the Report of any ſuch Survey, you are to ſtate your reaſons on ſuch Reports.

Aſſiſtance of Labourers.

52.]—Whenever you may require the temporary aſſiſtance of Labourers, for any purpoſe relating to your Patients, you are, in order that they may not ſuffer the ſlighteſt inconvenience by delay, authorized to require the immediate aſſiſtance of ſuch Labourers as may be abſolutely neceſſary; but in caſes where delay cannot be productive of injury to the Patients, you are to make application to the Governor for ſuch aſſiſtance; and you are to take care that ſuch Labourers be directed to return to the current Duty of the Hoſpital, ſo ſoon as their aſſiſtance can be diſpenſed with, obſerving that they are never to be employed on any private or domeſtic buſineſs whatever.

Vaccine Inoculation recommended.

53.]—It being thought proper that the practice of Vaccine Inoculation ſhould be extended throughout His Majeſty's Navy, you are to adviſe all ſuch Patients as, from the nature of their Complaints, you may conceive to be fit ſubjects for Inoculation, and who are known to have hitherto eſcaped the Small Pox, or who are even doubtful of having had that diſeaſe, to be inoculated with the Vaccine Virus. Should any perſon object to ſuch Inoculation, you are, with a view to overcome their prejudices, to repreſent the harmleſs nature of the operation and ſubſequent advantages thereof.

Private Practice forbidden.

54.]—In order that your attention may not be diverted from the care of the Patients in the Hoſpital, or who may be at Sick Quarters, and of the Officers, their Families, and Servants of the Eſtabliſhment, you are ſtrictly forbidden to have any Profeſſional Practice whatever, except what may be required by your Public Duty above ſtated, unleſs in caſes of ſudden and accidental emergency.

Printed Forms.

55.]—You will be furniſhed by the Steward with ſuch Printed Forms, Account Books, or Notes as you may have occaſion to uſe, from time time, on demanding the ſame by Note under your hand, approved by the Governor. You are to take every precaution to prevent any of ſuch Forms or Printed Paper being unneceſſarily expended, waſted, or appropriated to any other purpoſes than thoſe for which they are intended, and that, when uſed, they have all the columns properly and correctly filled up.

Travelling Charges.

56.]—You are not to have any extra allowance for Subſiſtence or Travelling, while employed within the limits of the Port; but, in caſe you ſhould be ſent on Duty beyond thoſe limits, you will be allowed at the rate of ten ſhillings a day, if employed afloat, and after the rate of fifteen ſhillings a day, if travelling on ſhore, in addition to your actual carriage hire.

Fees, &c. forbidden.

57.]—You are not, nor is any perſon for you, either directly or indirectly, to demand or receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Officers, Patients, Workmen, or other perſons whatever in or belonging to the Hoſpital, for your attendance on them, or continuing them under your care, or for any other circumſtance reſpecting them, connected with your Public Duty; nor are you to

Intereſt in Stores and Medicines forbidden.

have any Intereſt or Concern in any Medicines, Drugs, Proviſions, Stores, or Neceſſaries of any kind, which may be purchaſed for the Service of Government, or in any thing, whether belonging to Government or to the Patients who may have been in the Hoſpital, which may be ſold by Government at the Hoſpital; nor are you, by any ways or means whatever, to be intereſted in or to make any advantage of the Inſtruments, Medicines, Drugs, Neceſſaries, Proviſions, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; or to receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon having any connection, either as a Principal or an Agent, with the Duties or Concerns of the Hoſpital. Nor are you, or any perſon on your behalf, to receive any Fee, Gratuity, or Reward whatever for any Private Practice in your profeſſion, or for the nomination or appointment of any Hoſpital Mate,

Oath and Bond to be entered into. Appendix, No. 1, 2.

or perſon of any deſcription, to be employed in the Hoſpital. To this effect you are to take an Oath, in the preſcribed form, and to give Bond in three times the amount of your Salary; and, in caſe of default, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

General Injunction for performance of Duty.

58.]—Laſtly. The foregoing Inſtructions define your general Duty, ſo far as is conſidered neceſſary; for, in the concerns of the important ſituation which you fill, circumſtances muſt occur, for which no ſpecific Inſtructions can previouſly be given; you are, therefore, to obey with the utmoſt attention every order which may be given to you by the Governor, or Lieutenants by his authority, excepting in Caſes that are purely Medical; taking care that in like manner all perſons employed under you do ſtrictly perform the Duties aſſigned to them, that the beſt economy be obſerved on all occaſions, and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are or may hereafter be eſtabliſhed by the Governor, for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital, reporting to him every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty, in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as you may from time to time in future receive; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Agents of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

Reſidence. YOU are to make the Houſe allotted you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute the Duties of your Office; and you are never to be abſent from your Duty, nor remain out of the Hoſpital during the night, without permiſſion of the Governor, who has authority to grant you occaſionally four days leave, but if you require longer leave of Abſence from your Duty, you are to make application to us, through the Governor, for that purpoſe.

Abſence.

Authority of Governor. 2.]—The Governor is inveſted with full Authority over all perſons in matters relating to the general economy, diſcipline, and good order of the Hoſpital; he is to controul the Diſburſement of Public Money and the Receipt and Expenditure of all Stores, Proviſions, and Neceſſaries of every kind; he is reſponſible that all Officers and other Perſons belonging to the Hoſpital do faithfully and punctually perform their reſpective Duties, and that regularity and due ſubordination be maintained therein; you are therefore to obey his Directions in every inſtance, and when, on any occaſion, the ſame ſhall happen to be contradictory to theſe Inſtructions or any other ſtanding Regulations which you may be under at the time, you are to inform him thereof in writing; but if, notwithſtanding, he ſhall deem it proper to perſiſt in the order he has given, you are immediately to comply therewith and forthwith repreſent by letter, through him, the circumſtances of the caſe to us. Lieutenants being appointed to the Hoſpital for aſſiſting the Governor in the diſcharge of his Duty, you are at all times to conſider them as being next in Authority to him; and you, as well as all the Officers and perſons employed under you, are to behave with proper reſpect to the ſaid Lieutenants, and attend to ſuch directions as they may find neceſſary to give, for the punctual execution of all Orders and Regulations eſtabliſhed for the government of the Hoſpital.

Authority of Lieutenants.

All Correſpondence to be carried on through the Governor. 3. In order that the Governor may have complete knowledge of the concerns of the Hoſpital, all Orders and Letters relative thereto from this Board, will be ſent, unſealed, under cover to him, and all communications of whatever nature which you may hold with us, or with other Public Boards, are to be delivered, unſealed, to the Governor, that he may forward them with ſuch remarks as he may judge neceſſary. Your periodical Accounts and Reports of every deſcription are alſo to be laid before him, with the neceſſary Receipts and Vouchers, for his examination and approval, previouſly to his tranſmitting them to us; and, as he is to have acceſs to your Public Accounts and Books whenever he ſhall think proper, you are to produce the ſame and to give him every information which he may require in explanation thereof.

Accounts, &c. to be laid before the Governor.

What Stores to be in his charge. 4.]—You are to have charge of the effects of all Patients in the Hoſpital, together with the Slop Clothing kept there for the purpoſe of ſupplying them with ſuch articles as they may occaſionally require, and alſo of the Stores, Portable Soup, Lemon Juice, and Neceſſaries lodged at the Hoſpital for the uſe of His Majeſty's Ships; you are, therefore, upon entering on the Duties of your Office, to make application in writing to the Governor for a Survey to be taken on thoſe articles; and you, as well as the Surveying Officers, are to take an account thereof, and the articles contained in the Report of Survey (which is forthwith to be tranſmitted to us) will be conſidered as your firſt Charge. You are alſo to take charge of all ſuch further quantities of the above articles as may, from time to time, be received into the Hoſpital; and you are to be reſponſible for the care and preſervation of the whole, and for keeping a correct account of every article received, iſſued, and expended, agreeably to the ſeveral forms in the Appendix to theſe Inſtructions, or in ſuch manner and form as may hereafter be required by us.

Survey of them to be taken on appointment.

Receipt of Stores 5.]—Whenever any Stores are brought to the Hoſpital to be placed in your charge, you are to report the ſame to the Governor, who will order a Lieutenant or Medical Officer, as he may judge proper, to attend with you the Examination and Receipt thereof; and you are jointly to inſpect the ſame, to ſee whether the quantities agree with the Invoices, and, as far as it ſhall be practicable, whether the quality be ſuch as it ought to be, reporting jointly your proceedings therein. Immediately on the Receipt of ſuch Stores, you are, in preſence of the Officer attending that Service, to enter an exact Account thereof, in a Book in the annexed form, which is to be kept in the Governor's Office, and ſent from thence, for the above purpoſes, at the time of each Receipt; and you and the Officer before mentioned are, before you ſeparate, to ſign the ſaid Account. The Book is then immediately to be returned by the Officer to the Governor, and is intended to enable him to check your Account of the Receipt of Stores.

Appendix No. 22. Entry to be made of Stores received in a Book to be kept in poſſeſſion of the Governor.

Iſſues of Stores, &c. to Ships. 6.]—You are, with the approbation of the Governeror, to iſſue the Bedding, Stores, Portable Soup, Lemon Juice, and other Neceſſaries in your charge, to His Majeſty's Ships and Veſſels, agreeably to the proportions ſpecified in the annexed Scale, or ſuch other proportion as may hereafter be eſtabliſhed, to the Surgeons of His Majeſty's Ships and Veſſels, who ſhall make application to you for ſupplies of thoſe articles on their firſt fitting out; and you are, from time to time, to complete the Ships to the eſtabliſhed proportion of Stores and Neceſſaries, on a Report of Survey, ſpecifying the quantity of each article remaining

Appendix, No. 23.

on board, being produced, with the Governor's approval, as your authority for ſupplying the ſame: and in caſes wherein Ships may be ordered ſuddenly to Sea, and the before mentioned Survey cannot be taken, you are to complete ſuch Ships on demands, ſpecifying the remains, being produced, ſigned by the Captains and Surgeons, and approved by the Governor. In all ſuch Iſſues, you are particularly to obſerve that thoſe articles which have been longeſt in ſtore are to be firſt iſſued; you are to keep an Account, in the annexed form, of the Receipt, Iſſue, and Remains of the before mentioned Stores, &c. and, at the end of each month, to tranſmit to us a copy thereof, with the Surgeons Receipts, as Vouchers for the Iſſues you may have made.

Appendix, No. 24. Monthly Account of Receipt, Iſſue, and Remains of Stores to be ſent.

Slop Clothing to be iſſued to Patients.

7.]—You are to ſupply the Patients with ſuch articles of Slop Clothing as the Governor ſhall by Note under his hand direct, taking care to charge each Patient with the amount of what may be ſupplied him in your Muſter Book, and on his Ticket when he ſhall be diſcharged from the Hoſpital; and you are, with the approval of the Governor, to demand from the Storekeeper of the Dock Yard, from time to time, ſuch ſupplies of the above articles as the Service may require.

Slops to be demanded of the Storekeeper of the Dock Yard.

Marines only to be ſupplied with Slops in particular caſes.

8.]—No Marine of the Hoſpital is to be ſupplied with Slop Clothing, unleſs it be abſolutely neceſſary, and by the Governor's directions; but in no caſe beyond the value of eight ſhillings, which, on his being diſcharged, you are to take care to ſet off upon his Ticket, together with the amount of Stoppages from his Subſiſtence Money, ſhould any have been made, in order that it may be noted againſt him on the Ship's Books, or at Head Quarters, as the caſe may be.

Appendix, No. 25, 26. Annual Account of Slops to be ſent to the Navy Office.

9.]—You are to keep Accounts, in the annexed forms, of the receipt and iſſue of ſuch Slop Clothing; and, at the end of each year, tranſmit to the Navy Office a Copy thereof, expreſſing the remains then in Store, accompanied, as Vouchers thereto, by the Governor's Notes authorizing the iſſues you may have made.

Appendix, No. 27. Annual Abſtract of Stores to be made out.

Remains of Stores to be ſurveyed annually.

10.]—You are, annually, on the 30th of June, to make out an Abſtract in the annexed form, containing the Total Quantities of each ſpecies of Stores which remained in your charge on the 1ſt of July preceding, the Total Quantities received and expended between thoſe periods, and the Remains of each ſpecies at the time of making up the Account; which Remains will, on the application of the Governor to us, be ſurveyed by ſuch Officers as may be appointed for that purpoſe, in order to aſcertain and certify whether the Quantities, ſtated as your Remains, are actually in Store, diſtinguiſhing ſuch as may be conſidered unfit for their original purpoſe, and ſtating in what manner they can beſt be converted to other purpoſes, or ſold for the advantage of the Public. The Report of the Survey is to be made out in your Office, according to the annexed form, ſigned by the Surveying Officers, and, with the Abſtract above-mentioned, to be immediately delivered to the Governor for being tranſmitted to us.

Appendix, No. 28. Report of Survey.

Complete Book of the Eſtabliſhment of the Hoſpital to be kept.

11.]—You are to keep a Complete Book of the Eſtabliſhment of the Hoſpital, containing the names of the Governor, Principal Officers, Inferior Officers, and Servants of every deſcription belonging thereto, with the times of their reſpective Entries and Diſcharges, their Rates of Salaries or Wages, according to the annexed form, obſerving that no perſon is to be entered thereon, or diſcharged therefrom, without an order from the Governor, and that no perſon be borne under one deſcription and employed in the buſineſs of another. At the beginning of each year, you are to tranſmit a Copy of this Book to us, and to make out a new one of the Eſtabliſhment, omitting the names of all ſuch Officers and Servants as may have been diſcharged during the preceding year.

Appendix, No. 29.

Copy to be ſent annually and a new one to be made out.

Appendix, No. 30.

Muſter of Labourers and Male Servants.

12.]—From the above-mentioned Complete Book, you are, at the commencement of every month, to make out a Daily Muſter or Check Book, in the annexed form, which is to contain the names of all Servants and working people borne on the Eſtabliſhment. By this Book, the Labourers and other Men Servants, employed in the Hoſpital, are to be muſtered by you or your Clerk every morning on their coming to work, and alſo on their leaving off work in the evening, to enable you to keep an exact Account of their loſt time, and to eſtimate correctly their wages at the end of the month. Every perſon who ſhall anſwer to his name, ſhall have a perpendicular line thus (|) ſet againſt his name in the proper column to denote his being preſent; thoſe who may be abſent on leave, are to be diſtinguiſhed by the mark (✓); and all ſuch as may be abſent without leave, are to have a croſs (+) put againſt each of their names. After each Muſter, a Liſt of all perſons who may not have anſwered to their names, whether abſent with or without leave, is to be ſent to the Governor. But, as the Nurſes, Waſherwomen, Sempſtreſſes, &c. from the nature of the Service on which they are employed, cannot attend or be aſſembled regularly to be muſtered by you or your Clerk, but muſt be accounted for by their ſuperiors, under whoſe ſuperintendence they are reſpectively employed (and who are directed to muſter them daily, and report to the Governor, and alſo to you, the names of ſuch as may be abſent), you are to fill up your Check or Daily Muſter Book, conſidering all ſuch perſons preſent who ſhall not be reported to you to be abſent, with or without leave, by the ſeveral perſons ordered as above-mentioned to make ſuch Reports; but you are, without fail, to place the proper mark againſt the names of all perſons who ſhall be ſo repreſented to be abſent from their duty; and, as a further ſecurity againſt any abuſe of this nature, and to detect any neglect on the part of thoſe whoſe duty it may be to report it, you are, at uncertain times, when you ſhall think proper, but at leaſt once a week, to go round the Hoſpital yourſelf, or ſend one of your Clerks, to muſter all the Nurſes, Waſherwomen, Sempſtreſſes, and other work people employed in the Hoſpital, who cannot conveniently attend to be muſtered daily by you, at the place of general Muſter; you are to check, in the manner before directed, all thoſe you may find abſent, as well as ſuch as may at any time be repreſented to be abſent by the Lieutenants or other Officers; and, as you are to be reſponſible for all Muſters made by your Clerks, it is highly neceſſary that you ſhould attend, as often as your

Abſentees to be reported to the Governor.

Muſter of Female Servants.

To be muſtered at uncertain times in the day.

your other Duties will permit, to ſee that this Service be performed according to the Regulations preſcribed; and you are to report the names of all abſentees to the Governor, and never, on any account, to take off a check without his authority.

Checks not to be taken off without Governor's authority.

13.]—You are not to employ any of the Labourers, or other Servants of the Hoſpital, on any domeſtic or private buſineſs whatever; and if you ſhould diſcover any of them to be ſo employed, by any other Officer or perſon in the Hoſpital, you are to check them for the time they ſhall have been ſo occupied on private buſineſs, and repreſent the ſame to the Governor.

Private employment of Public Servants prohibited.

14.]—You are to keep a Monthly Muſter Book, in the annexed form, containing a correct account of the time of entry and diſcharge of all Patients received into the Hoſpital from His Majeſty's Ships and Veſſels; obſerving that every man ſent from them for admiſſion is to bring with him a Ticket, in the form preſcribed by Act of Parliament, ſigned by the Captain or Commander and other ſigning Officers. If ſuch man ſhould be found a fit object to be received, the Phyſician or Surgeon on the Receiving Duty will ſign his name on the back of the ticket, which ſhall be your authority for entering the man on the Hoſpital Muſter Book. From this Ticket you are to make out a Liſt, in the annexed form (provided it ſhall not have been ſent from the Ship), and this Liſt is to be ſigned by the Officer who conducted the Patient to the Hoſpital, and alſo by the Captain of the Ship, if opportunity offer, while it is in your poſſeſſion; and you are to tranſmit the ſame to this Office, with your Accounts as a Voucher thereto. But you are not to enter on the Muſter Book any man who ſhall not bring with him a Ticket as above deſcribed, without the Governor's directions.

Appendix, No. 31. Monthly Muſter Book of Patients to be kept.

Receipt of Patients.

Appendix, No. 32.

15.]—When any man ſhall be diſcharged from the Hoſpital as unſerviceable, or to ſerve in any other Ship than that from which he was received, you are to deliver to him the original Sick Ticket received with him, obſerving that, in addition thereto, ſuch men as may be unſerviceable are each to receive a Ticket in the annexed form. But men returned to the Ships from which they were received are to be diſcharged by a Ticket, in the annexed form, and their original Tickets, as well as thoſe of ſuch men as may die or run, are to be tranſmitted to the Navy Board, particular care being taken that, previouſly to your delivering the Ticket to the men, or tranſmitting them to the Navy Board, the Hoſpital Diſcharge on the back thereof be filled up, and ſuch charges as the Patient may have incurred be inſerted and ſigned by you, and approved by the Governor.

Diſcharge of Patients

Appendix, No. 33

Appendix, No. 34.

16.]—You are alſo to keep a Muſter Book, in the annexed form, containing a correct account of the entry and diſcharge of all Marines received into the Hoſpital, as Patients from Head Quarters, who will bring with them a Liſt, in the annexed form, ſigned by the Commandant, which will be ſent to you, with the Receiving Phyſician's or Surgeon's name on the back thereof, as your authority for entering the man, and which is to be tranſmitted to us as a Voucher to your Muſters of ſuch Marines; and when any Marines ſhall be cured, they are to be diſcharged to Head Quarters, by a Liſt in the annexed form, ſigned by you, and approved by the Governor.

Appendix, No. 35. Muſter Book of Marines from Head Quarters to be kept.

Appendix, No. 36. Receipt of ſuch Marines.

Diſcharge of Marines.

Appendix, No. 37.

17.]—When men, belonging to Ships in Ordinary or Navy Tranſports, are ſent to the Hoſpital with Conduct Liſts, ſigned by the Commiſſioner or Maſter Attendant, the Clerk of the Check, and Surgeon of the Dock Yard; and when men, from Hoys belonging to the Victualling Office, are ſent with Conduct Liſts, ſigned by the Agent Victualler, they are to be received and treated, in ſo far as depends on you, in every reſpect as men received from His Majeſty's Ships in commiſſion.

Other deſcription of Patients to be received.

18.]—You are likewiſe to keep a Muſter Book, in the annexed form, of the time of entry and diſcharge of all Servants belonging to the Hoſpital, who may be received into the Wards as Patients; and to enable you to do ſo, the Phyſician or Surgeon, who may receive ſuch perſons under his care, will ſignify the ſame to the Governor, by a Note under his hand in the annexed form, which, when approved by him, ſhall be your authority for putting ſuch Patients on the above mentioned Book. You will in like manner receive information of their being returned to Duty, or otherwiſe diſcharged, by a Note from the Phyſician or Surgeon, to the Governor, in the annexed form, who will give ſuch directions thereon as the caſe may require; which Notes, authorizing the entry and diſcharge of ſuch Servants, are to be tranſmitted to us, with your Monthly Book hereinafter mentioned, as Vouchers thereto: you are to obſerve, however, that all Servants, received as above, are to be checked of half their pay during the time they may remain ſick, provided the ſame ſhall not exceed thirty days: but if they ſhould continue ſick beyond that time, they are to be checked of their whole pay for the time they may afterwards remain ſick.

Appendix, No. 38 Muſter Book of Servants received as Patients to be kept.

Appendix, No. 4.

Diſcharge of ſuch Patients.

Appendix, No. 5.

Pay of Servants received as Patients.

19.]—It being directed that the Clothes, Bedding, and Effects of men, ſent from His Majeſty's Ships and Veſſels to the Hoſpital, ſhall, together with the Arms and Accoutrements of Marines, be carried with them, and an Inventory thereof made on the back of their Sick Tickets, you are, under ſuch Regulations for preventing Infection, as ſhall be eſtabliſhed and communicated to you by the Governor, on receiving ſuch Effects into your charge, to compare the ſame with the Inventory; and, as you are to be reſponſible for all ſuch Effects, you are to report to the Governor, if at any time ſuch Inventory ſhould not be made out, or if it ſhould differ from the Effects actually received: you are to keep an account of the Bedding, Clothes, and other Effects of each man in a book, according to the annexed form, but all their Money and Valuable Effects are alſo to be entered in another book, to be kept expreſsly for that purpoſe, in the annexed form; you are, in like manner, to receive into your charge and keep in the ſame books ſimilar accounts of the Effects received with Marines ſent from Head Quarters, and all other Patients admitted into the Hoſpital; and, for the above purpoſes, as well as for making out the Conduct Liſts before-mentioned, you or your

Receipt of Clothes and Effects of Patients.

Appndix, No. 39. Valuable Effects.

Appendix, No. 40.

Clerk are, whenever men are carried to the Hoſpital, immediately to give attendance, that the Officers and Boats may not be unneceſſarily detained.

Effects not to be taken into the Wards.

20.]—You are to endeavour to prevent the men from carrying any Money or other Effects into the Wards; but if they ſhould, by concealing the ſame, contrive to do ſo, the Nurſes are directed, on diſcovery thereof, to acquaint the Lieutenant on Duty, who will receive and deliver ſuch Effects to you, when you are to enter the ſame in the proper books, and take charge thereof accordingly. You are to obſerve that ſick men are not permitted to bring with them the Hammocks which are allowed them on board, therefore, ſhould any men do ſo, you are not to take charge thereof, but they are to be taken back to the Ship by the Officer who conducted the men to the Hoſpital.

Hammocks not to be received with Patients.

Care of Effects.

21.]—You are to depoſit all the Money and valuable Effects of the Patients in the iron cheſt of the Hoſpital, which is to be kept for that purpoſe in your Office. The Cheſts, Bedding, Bags, &c. are to be properly marked or tallied, and ſafely lodged in the reſpective places allotted for them in the Bed Houſe, and arranged in alphabetical order, to enable you, at the ſhorteſt notice, to deliver to each man, on his diſcharge, the whole property received with him.

Arms, &c. of Marines.

The Arms and Accoutrements of the Marines are to be kept in the racks prepared for them, and the Serjeant, attending occaſionally from Head Quarters, ſhall be permitted to inſpect them, and take ſuch meaſures for keeping them clean as the Commanding Officer at Head Quarters may think proper.

Receipt of Effects to be attended by a Lieutenant.

You are to obſerve that the Clothes and all other Effects of Patients are conſtantly to be received from and delivered to them in the preſence of a Lieutenant, who is to ſign the books on receipt and delivery of the ſame, as witneſs thereof.

Hoſpital Dreſſes to be ſupplied Patients having infectious Diſeaſes, but not to other Patients.

22.]—Every Patient, received with an Infectious Diſeaſe, ſhall leave all his Clothes in the Bed Houſe, and be furniſhed with the Dreſs of the Hoſpital, which he is to continue to wear until the Phyſician or Surgeon ſhall, by Note under his hand ſpecifying the articles required, authorize you to return any part of the Patient's own Clothes: other Patients are not to be furniſhed with Hoſpital Dreſſes, unleſs, from the ſtate of their own Clothes, it ſhall be deemed proper; but are to take into the Wards ſuch a quantity of Clothes as may be fixed by the Governor, and no further ſupply ſhall at any time be granted to them, without authority in writing from the Phyſician or Surgeon for the ſame; you are to cauſe all the Linen, depoſited in the Bed Houſe, to be waſhed as ſoon as poſſible after it ſhall have been received, and alſo ſuch of the Trowſers and other articles of Clothing and Bedding as may appear to you to require it, or which may be directed to be waſhed by the Governor.

Bedding, Linen, &c. to be waſhed.

Clothes of Patients with infectious Diſeaſes to be boiled.

The Clothes of every deſcription, belonging to men ſent with contagious Diſorders, (excepting ſuch as the Governor ſhall order to be burnt in conſequence of the neceſſity thereof being repreſented by a Medical Officer) are to be boiled in water for the ſpace of a quarter of an hour, and then properly waſhed; to which Duty you are to give particular attention to prevent the ſpreading of Infection. You are alſo to take care, that all articles taken out of the Bed Houſe to be waſhed, be perfectly dry before they are returned to it.

Value of Effects burnt to be paid to Patients, or brought to account.

(V. 37 Article.)

Before you cauſe the Effects of any man to be burnt, as before directed, you are, in conjunction with one of the Lieutenants, to appraiſe the ſame, enter an account thereof with their value in the Bed Book, and both you and the Lieutenant are to ſign your names thereto; and you are, on the diſcharge of the owner, to pay him the amount thereof, and charge the ſame in your account of diſburſements, or if he ſhould die, you are to note it on the foot of the account, which is to be tranſmitted to us, of the produce of Dead Men's Effects, hereafter mentioned, that the ſame may be added to the wages due to the party.

Condition of Effects to be inſpected.

23.]—You are to conſider it an important part of your Duty frequently to viſit the Bed Houſe and Store Rooms, and carefully inſpect the condition of the Effects and Stores committed to your charge; you are to ſee that they are arranged in the Store Rooms, &c. in the beſt poſſible manner, for preventing their being damaged from an improper expoſure to damp or other cauſe; and that they be taken out and aired, when neceſſary. One of the Lieutenants will occaſionally be ordered by the Governor to accompany you through the Store Rooms and Bed Houſe, for the purpoſe of aſſiſting you in theſe Duties, and of reporting to him that every thing is done that is conſiſtent with a due regard to the Syſtematic Arrangement and careful Preſervation of the Stores and Effects entruſted to you.

Preſervation of Stores, &c.

Caution againſt Fire.

You are on all occaſions, and particularly when Labourers and others may be employed in your Department, where either fires or lights are required, to uſe every precaution in your power, to prevent accident by Fire, carefully examining every place in which they may have been ſo employed, to ſee that the lights are extinguiſhed, and that all is ſafe, previouſly to ſuch places being ſhut up.

Stores never to be ſent out of the Hoſpital without authority.

24.]—You are never, on any account or pretence whatever, to ſend any deſcription of Stores out of the Hoſpital, without an expreſs order, in writing, from the Governor for that purpoſe; and, if you ſhould obſerve any other perſon attempt to do ſo, you are immediately to make the ſame known to the Governor in writing.

Quarters to be provided for Officers when neceſſary.

25.]—When, in conſequence of the number of Sick in the Hoſpital, there may not be room therein for the accommodation of Officers who may have been examined and received, you are, on being directed by the Governor, to provide Quarters for them in private houſes, and to uſe your beſt endeavours to procure the ſame in the moſt healthy ſituations. Every

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ſuch Officer is to be ſent to Sick Quarters with a Ticket, in the annexed form, ſigned by you and approved by the Governor, which is to be delivered to the perſon in whoſe houſe the Officer may be lodged; and thoſe Officers, on their recovery, are to be diſcharged to their Ships, by a Ticket in the annexed form, ſigned and approved as above directed.

Diſcharge of Officers. Appendix, No. 42.

Appendix, No. 43. Muſter Book of Officers at Sick Quarters to be kept.

26.]—You are to keep a Muſter Book, in the annexed form, containing the names, &c. of the Officers in Sick Quarters, by which you or your Clerk are to muſter them twice a week.

If,

If, on ſuch Muſter, any of them ſhould be abſent, you are to report the ſame to the Governor, and check them of their allowance for Quarters for that day; and, if they ſhall be abſent at three ſucceſſive Muſters, you are to inform the Governor in writing thereof, in order that he may tranſmit the ſame to the Admiralty. But you are to fix the time for muſtering them, that the Officers may not be improperly checked in conſequence of being abſent only for the benefit of air and exerciſe. A Tranſcript of this Muſter Book, in the ſame form, is to be tranſmitted to us at the expiration of each month, atteſted by the Governor, who, if he thinks proper, will direct a Lieutenant to attend ſuch Muſters.

Abſences.

27.]—The Patients in the Hoſpital are to be muſtered in their Wards every evening, by you or your Clerk, at ſun ſet, or at ſuch hour as the Governor ſhall direct. To facilitate ſuch muſters, Books in the annexed form, containing the names of the men in each Ward, are to be made out by you, by which you or your Clerks are to muſter them, by calling over each man's name. A Report, in the annexed form, is to be made to the Lieutenant, immediately after each Muſter, ſpecifying the names of ſuch Patients as may be abſent, and the Ships to which they belong, that the Centinels round the outer wall may be apprized thereof. Any Patient who may have left the Hoſpital without leave, and ſhall be apprehended and brought back, or who may have been abſent at three ſucceſſive Muſters, is, in either of theſe caſes, by the ſanction of the Governor, to be marked as run on the Books. From theſe Daily Muſters, and ſuch others as the Governor may direct, you will be enabled to regulate the three original Monthly Muſter Books of Patients before mentioned; a Copy of each of which, atteſted by the Governor, is to be tranſmitted to us at the end of the month, for our information, and as a check upon the Steward's Victualling Accounts; and, that this check may be more effectual, you are to obſerve that, in each of thoſe three Muſter Books, you are, at the end of the month, to caſt up the column of the number of days each Patient ought to have been victualled, and the total muſt correſpond with the total number of Patients victualled in the month by the Steward.

Patients to be muſtered every Evening.

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Abſentees to be reported to Lieutenant.

Patients abſent three Muſters to be marked Run.

Three Monthly Muſter Books to be ſent up.

Number of Patients victualled to be ſtated.

28.]—You will be furniſhed by the Steward every afternoon with an account, from his Daily Victualling Book, of the number of Patients to be victualled in each Ward on the following day, and you are to compare the ſame with the number contained in the correſponding Ward Muſter Book at the evening Muſter, in order to enable you to inform him in the morning whether his accounts be or be not correct. From the Complete Book of the Hoſpital Eſtabliſhment, and the three Muſter Books of the Patients, hereinbefore directed to be kept, you are every morning, at ſuch hour as may be fixed, to report to the Steward by Note under your hand, in the annexed form, the total number of Patients and Servants to be victualled for the day, ſpecifying the number of Patients who have been diſcharged, have died, or deſerted ſince the preceding morning, and the number removed from one Ward to another, diſtinguiſhing the Wards in which theſe changes may have taken place; in order that no greater or leſs quantity of Proviſions may be allotted to any Ward than is correſpondent with the actual number of Patients therein. But if the Steward ſhould find any difficulty in diſcovering the cauſe of any difference between your Reports of the number to be victualled, and the number preſcribed for in the Diet Books, you are to aſſiſt him to the utmoſt of your power in adjuſting his Daily Victualling Book, that the iſſue of the Proviſions be not retarded.

Muſter of Patients with a view to victualling them.

Appendix, No. 46.

29.]—You are to tranſmit, ſo as to arrive at this Office on Monday, a Weekly Account, in the annexed form, containing the names of the Ships, in alphabetical order, which have Seamen or Marines in the Hoſpital, ſhewing the number that remain belonging to each by the laſt Week's Account; the number received, diſcharged, dead, and run during the week; how the diſcharged men have been diſpoſed of; and the number then remaining in the Hoſpital from the reſpective Ships; with the numbers of them afflicted with each diſeaſe; and accounting therein, in like manner, for Marines belonging to Head Quarters. On the back of this Account, you are to make out an Abſtract, in the form preſcribed thereon, ſhewing at one view the total number of Seamen and Marines which remained by the laſt Account; the number received, diſcharged, dead, and run during the week; the number of Patients of all deſcriptions remaining; and how many more can be received into the Hoſpital; with a ſtatement of the Diſeaſes and Hurts then in the Hoſpital, and number of Patients afflicted with each; and you are alſo to ſpecify, in the proper columns, the number of the Hoſpital Servants of each deſcription, and the Services on which they are employed. Under the Abſtract before mentioned, you are to inſert, in the forms thereon preſcribed, a Liſt of ſuch Sick Officers as then remained at the Hoſpital, or had been entered or diſcharged in the courſe of the week, with the opinion of the Medical Officers, under whoſe care they may reſpectively be, of the probable time when each may be fit for Service: you are alſo to inſert a Liſt of Patients who may have been invalided, but not diſcharged, with the reaſon of their remaining, diſtinguiſhing thoſe invalided during the week, and the cauſe thereof. To enable you to make out the above Abſtracts and Liſts with accuracy, the Phyſicians and Surgeons are directed to report, every week, to the Governor ſuch particulars as are neceſſary to be communicated by them for your information.

Appendix, No. 47.

Weekly Account to be ſent of Ships having Patients belonging to them.

Abſtract of the total number to be made.

Number of Servants to be ſtated.

Liſt of Officers to be inſerted thereon,

as well as Liſt of Patients invalided.

Phyſicians and Surgeons required to give the neceſſary information.

30.]—You are to make out and deliver to the Governor, for being tranſmitted to the Lords Commiſſioners of the Admiralty, ſo as to arrive at their Office every Monday, a Weekly Return, in the annexed form, of the Officers, Seamen, and Marines remaining in the Hoſpital, ſhewing the Ships from which they were received and the number received and diſcharged, dead, or run in the courſe of the week, with the number remaining. On the back of this Return, you are to inſert an account of Sick Officers in the form preſcribed thereon.

Weekly Return of Patients to be ſent to the Admiralty.

Appendix, No. 48.

31.]—Petty Officers, Seamen, and Marines being allowed, by Act of Parliament, to allot half their growing pay for the maintenance of their Wives or Mothers, you are, without fail, to report to the Navy Board, in the annexed form, when any men received from His Majeſty's Ships, who

Appendix, No. 49.

Patients who have allotted part of their pay to be reported to the Navy Board in certain cases,

who ſhall have allotted their pay as above, ſhall have been at the Hoſpital the number of days allowed for their being D. S. Q. on the Ships Books; you are alſo to report the day on which any man, having allotted as above mentioned, may have been invalided, diſcharged to any other Ship than that for which he was received, may have died or deſerted within the ſpace of time allowed for his being D. S. Q.; but it being directed by the Naval Inſtructions, that Petty Officers, Seamen, and Marines, if wounded in action with the Enemy, ſhall receive the full amount of their wages until their wounds ſhall be healed, or, being incurable, ſhall receive a Penſion from the Cheſt at Greenwich, or be admitted into the Royal Hoſpital at that place, you are to diſtinguiſh the caſes of men ſo circumſtanced in the Reports before-mentioned, which you are from time to time directed to make to the Navy Board.

diſtinguiſhing thoſe men who are wounded in action.

Wills to be filled up.

32.]—You are to fill up the cuſtomary form of Wills for ſuch Patients in the Hoſpital as may be deſirous of executing the ſame, but neither you nor your Clerks ſhall on any account receive any Fee or Reward for this Service; and you are to keep a Regiſter of ſuch Wills, in the annexed form, in which you are to enter the name of the Patient, the Ship to which he belonged, the date of the Will, the name, occupation, and place of abode, and ſuch other deſcription as the Patient can give of the perſon in whoſe favour the Will is made, the names of the witneſſes, and the name of the Phyſician or Surgeon who certified the ſanity or proper ſtate of mind of the Patient; and you are to obſerve that no Will is to be made by a Patient in favour of any perſon whatever on the Eſtabliſhment of the Hoſpital or employed therein, nor in favour of any Patient in the Hoſpital, without the Governor's permiſſion.

Appendix, No. 50.
Regiſter of them to be kept.

Notice of Death of Patients.

33.]—On the Death of any Patient in the Hoſpital, you will receive a Note from the Ward Matron, informing you of the preciſe time of ſuch man's Death, and you are to tranſmit the ſame to us as a Voucher for the authenticity of the Hoſpital Books; and every Patient who may die in the Hoſpital is to be buried at the Public Expence, in a decent manner, in the Burial Ground belonging thereto, which Burial ſhall, when circumſtances will permit, take place as early in the morning as poſſible; and you are to give the Chaplain timely notice thereof, that he may attend accordingly. But when the friends of any Patient who ſhall have died in the Hoſpital, ſhall wiſh to bury him at their own expence, and the Governor ſhall have permitted it to be done, you are to require a Certificate of the Burial from the Clerk of the Pariſh where the Corpſe ſhall have been interred, and ſuch Certificates are to accompany your Monthly Muſter Books. The Effects of Patients who may die are forthwith to be collected in the Bed Houſe, and an account of them entered in a Book to be kept by you for the purpoſe, in the annexed form, in the preſence of a Lieutenant of the Hoſpital, who is to ſign his name thereto; they are then to be depoſited in the apartment allotted for the ſame, and carefully preſerved till regularly diſpoſed of as hereafter directed.

Burial of Patients.

Effects of dead Patients.

Appendix, No. 51.

Bodies of Perſons ſent from Ships to be interred.

34.]—When the Corpſe of any Perſon, who ſhall have died while ſerving on board any of His Majeſty's Ships, ſhall be ſent to the Hoſpital for Interment, you are to cauſe it to be buried in the Burying Ground of the Hoſpital, in the ſame manner as Patients who die in it; and you are to require from the Commander of the Ship a Certificate, ſigned by the Surgeon, ſtating the diſeaſe of which the man died, and all the circumſtances relating to his death; and, if this Certificate ſhall not have been procured, you are to report the ſame to the Governor. You are to keep an Account of the Funerals in your Muſter Books, and, at the end of each quarter to pay for the ſame, taking proper Vouchers for the amount, which are to be tranſmitted with your Account of Diſburſements.

Funerals to be paid for.

Mode of delivering Effects of Patients.

35.]—When application ſhall be made to you by perſons claiming the Effects of Seamen who ſhall have died in the Hoſpital, you are to repreſent the caſe to the Governor, and receive his directions on the occaſion; and, whenever you may be authorized to deliver ſuch Effects to the perſons claiming them, it is to be done in the preſence of a Lieutenant, who is to ſign the books as witneſs thereto.

Appendix, No. 52.

36.]—You are, at the end of each month, to tranſmit an Account, in the annexed form, to the Commandant of Marines at Head Quarters, ſhewing the perſonal Effects remaining in your charge, which belonged to ſuch Marines as may have died or run in the courſe of the month, with the quantities of Arms and Accoutrements received with each, and ſtating the names of the Marines and Companies to which they belonged reſpectively: and you are to deliver all ſuch Arms and Accoutrements and other Effects to ſuch Officer or other perſon as the Commandant may authorize to receive the ſame, and ſuch delivery is to be acknowledged in the Effect Books by the perſon receiving them, and atteſted by the Lieutenant on Duty.

Monthly Account to be rendered of Effects of Marines.

Effects to be delivered over to an Officer of Marines.

Sale of Dead Men's Effects.

37.]—At the beginning of every month the unclaimed Effects of all Patients, not being Marines, who have been dead or run more than two months, are, with the Governor's authority, and after he ſhall have cauſed public notice to be given thereof, to be ſold by you by public auction, without the Hoſpital gates, or in ſuch other place on the ſpot as the Governor may direct. The above Effects ſhall be ſold in the preſence of the Governor and a Lieutenant, in the following manner: They ſhall be divided into the moſt convenient lots for inviting competition in the bidders, and each lot put up at a ſum conſiderably above its ſuppoſed value, which ſum is to be gradually reduced, until ſome perſon offers to take the lot; it is not, however, to be then knocked down to him, but it ſhall be publicly aſked, if any one will bid more for it, and the beſt bidder ſhall be the purchaſer, whether it be the perſon who firſt offered to take it, or any other; and he ſhall be required to pay for the ſame immediately.

Appendix, No. 53.

Separate Accounts ſhall be kept by you and the Lieutenant, agreeably to the annexed form, as the ſale proceeds, of the number of every lot, of the rate or price at which it was ſold, and of the name and deſcription of the purchaſer; obſerving that no perſons belonging to the Hoſpital, nor any perſon on their account, ſhall be permitted to make any purchaſe at ſuch ſales.

Appendix, No. 54.

You are to tranſmit to us, after each ſale, an Account in the annexed form, ſigned by you and the Lieutenant attending the ſale, and approved by the Governor, of the net produce of each man's

man's effects, adding thereto the amount of any money ſuch man may have left in your charge; but the amount of the Effects of Run Men is not to be included in the Account of thoſe of Dead Men, but ſent at the ſame time in a ſeparate Account. You are, on ſending ſuch Accounts, immediately to give credit to us in your Account Current for the amount thereof.

Sale of Old Stores.

38.]—Whenever you may be ordered to ſell any of the Stores or Neceſſaries belonging to the Public, which may be condemned by Survey as unſerviceable, they are to be ſold in the ſame manner, and under the ſame Regulations, as before directed with reſpect to the ſale of the Effects of Patients; taking care that a depoſit of £. 25. per Cent. be immediately made by the purchaſers, and that the remainder of the money be paid on the Stores being taken away, the total of which you are to give us credit for in your Caſh Account; and you and the Lieutenant attending the Sale, are to keep ſeparate Accounts, in the annexed form, as the Sale proceeds, of the amount produced; and you are to tranſmit to us an Account thereof in the ſame form, ſigned by you and the Lieutenant, and approved by the Governor.

Appendix, No. 55.

Appendix, No. 56. Monthly Return of Marines to be ſent to the Commandant.

39.]—You are, on the laſt day of every month, unleſs it ſhall happen to be on Sunday, and in that caſe on the following day, to make out, in the annexed form, a Liſt of all Marines remaining in the Hoſpital, who ſhall have been received from Head Quarters, including ſuch as may have died or deſerted during that month, and the date of ſuch Accounts; which Liſt is to be approved by the Governor, and tranſmitted early in the morning to the Commanding Officer of Marines at Head Quarters, to enable him to account for the men at the Muſters made by the Clerk of the Check.

40.]—All Marines, received from His Majeſty's Ships into the Hoſpital, who ſhall continue there thirty days, are then to commence Subſiſtence on ſhore, and, from that time, are ſubject to a deduction of four-pence per day from their Subſiſtence, ſo long as they may afterwards remain in the Hoſpital. Marines, received into the Hoſpital from Head Quarters, are invariably ſubject to a like deduction from their Subſiſtence during the time they may remain there; you are, therefore, to tranſmit to the Commanding Officer of Marines at Head Quarters, at the expiration of each month, an Account, in the annexed form, approved by the Governor, containing the names of all Marines under the above circumſtances who may have been diſcharged, have died, or run, during the month, ſtating the exact amount of the four-pences ſo to be deducted, with the amount alſo of ſuch Slops as may have been ſupplied to them, a Copy of which, properly ſigned and atteſted, is to be tranſmitted to this Board, with your other Monthly Accounts.

Monthly Account of Deductions, on account of Subſiſtence and Slops, from Marines' pay to be rendered to the Commandant.

Appendix, No. 57.

41.]—You are to be very punctual in making out, immediately after the 31ſt March, 30th June, 30th September, and 31ſt December in each year, a Liſt, in the annexed form, of all the Marines in the Hoſpital at thoſe periods reſpectively, or that may have been there within the three preceding months, with the dates of their entries, and alſo an exact Account of the diſcharges, deaths, or deſertions that may have taken place within that time, ſtating particularly how thoſe diſcharged were diſpoſed of; and the ſaid Liſt, approved by the Governor, is to be tranſmitted to us, together with four Copies thereof atteſted by him.

Appendix, No. 58. Quarterly Return of Marines to be ſent to the Tranſport Board.

42.]—When Marines, belonging to Ships which are not in Port, or whoſe complements may be complete, ſhall be recovered, they are to be ſent to Head Quarters, and you are to take care that the Arms, Accoutrements, Bedding, Clothes, and Neceſſaries be ſent with them, the particulars of which are to be noted on their Tickets of Diſcharge.

Diſcharge of Marines.

43.]—All Diſburſements on account of the Hoſpital are to be made by you, under the authority of the Governor, and in his preſence, who is to atteſt the ſame; and you are to be very careful that all Bills and Accounts, before being paid, be correctly ſtated and caſt up; that the Steward and other Officer to whom the Service may relate, has certified on them that the ſeveral articles therein contained were actually received for the uſe of the Hoſpital, were good in quality, and equal to contract or ſample; that ſuch as might have been bought by private agreement were procured at the market price at the time, and that the Governor has ſigned the ſame as an acknowledgment of his approval thereof.

Diſburſements.

44.]—From the Complete Book of the Hoſpital, you are, at the end of each month, to make out, in the annexed form, a Pay Liſt, containing the names of the Hoſpital Mates, Clerks, and all other Inferior Officers and Servants of every deſcription, employed in the Hoſpital, and diſtinguiſhing ſuch as are victualled there. You are carefully to examine the Daily Muſter or Check Book, and ſet off againſt each name the number of days abſent, with or without leave, or ſick, and the number of days each perſon has been victualled, and actually employed, the rate of pay, ſalary, and other allowances, the deductions and net ſum due to each perſon. You are, in the preſence and under the controul of the Governor, to pay the ſeveral perſons the reſpective ſums which ſhall appear due to them, taking care to cauſe them to ſign their names in the proper column, as an acknowledgment of having received the ſame, and the Pay Liſt is then to be tranſmitted to this Office; but, previous thereto, you are to write on the back of the ſaid Liſt the names of any perſons who might have been entitled to wages, but were abſent at the time of payment. You are alſo, at the end of each quarter of a year to make out, in the annexed form, a Pay Liſt, containing the names of the Governor, Lieutenant, Phyſicians, Surgeons, Agent, Steward, Chaplain, and Diſpenſer, with the ſalaries due to each, and, under the controul of the Governor, pay the ſame to them reſpectively, taking care, that in making out this Liſt, you deduct the uſual abatement of three-pence in the pound from Naval Officers, and ſuch perſons as are Surgeons in the Navy, on account of the Widow's Fund, which Pay Liſt is then to be tranſmitted to us.

Appendix, No. 59. Monthly Pay Liſt to be made out of Inferior Officers and Servants who are to be paid their wages monthly.

Appendix, No. 60. Superior Officers to be paid their wages quarterly.

45.]—You are to pay all Contractor's and Tradeſmen's Bills, not exceeding fifty pounds, every quarter; but ſuch Bills as amount to more than that ſum, after being atteſted in the manner before deſcribed, and approved by the Governor, are to be tranſmitted to us, in

Payment of Bills.

order that we may ſend you Bills on the Treaſurer of the Navy for the payment thereof, or take ſuch other mode of paying the ſame, as we may judge expedient; and you are to take notice that as all perſons receiving money, are, by Act of Parliament bound to pay the Stamp Duty on Receipts, no charge will be allowed in your Account for Receipt Stamps for money paid by you.

Stamps to be paid for by private individuals.

Payment of Taxes.

46.]—You are to pay the Poors Rates, aſſeſſed on the houſes of the different Officers, and on ſuch apartments in the Hoſpital as may be allotted for the reſidence of Officers and others, but you are to obſerve, that no part of the Hoſpital, appropriated ſolely to the Patients, is liable to the payment of any Taxes whatever.

Money to be drawn for.

Appendix, No. 61.

47.]—Whenever you ſhall require Money to enable you to make the preceding payments, you are to apply to us in writing, through the Governor, ſtating the balance of caſh remaining in your hands, and requeſting our authority to draw upon us for ſuch ſum as may be neceſſary. Your Bills are to be drawn, in the annexed form, at ſeven days ſight, and approved by the Governor, and you are to number them progreſſively, beginning number one every year.

Appendix, No. 62. Quarterly Account of Diſburſements to be ſent.

Appendix, No. 63. Alſo Account Current.

48.]—You are, as ſoon as poſſible after the end of each quarter, to tranſmit to this Office an Account, in the annexed form, of the whole of your Diſburſements in that quarter, accompanied with all ſuch original Receipts and other Vouchers for Money paid by you during the quarter, as have not already been forwarded to us. You are alſo to tranſmit at the ſame time a Quarterly General Account Current in the annexed form; the debtor ſide of which is to contain the amount of all Diſburſements, including the ſalaries, wages, and other allowances paid to the Officers and Servants of the Hoſpital; and the creditor ſide ſuch Sums of Money as you may have drawn for on us, or which you may have been otherwiſe ſupplied with by our authority for the Public Service; at the foot of which you are to take and ſubſcribe an Oath in the form preſcribed thereon.

Eraſures not allowable in Muſter Books and Pay Liſts.

49.]—No Eraſures ſhall be made in the Muſter Books or Pay Liſts; but whenever an error ſhall have been diſcovered, or any alterations ſhall be authorized, the pen is to be run through it, and the correct words or figures inſerted over it in red ink.

Annual Account of Expences of the Hoſpital to be made out.

Appendix, No. 64. Total number of Patients victualled to be ſtated.

50.]—You are, in conjunction with the Steward, as ſoon as poſſible after the 31ſt day of December in each year, to make out, in the annexed form, an Account of the Total Expences of every kind incurred for the Hoſpital in the courſe of the preceding year; ſhewing thereon the total number of Patients victualled during that time, as for one day, as the ſame ſhall appear on your Muſter Books: and ſhould this Account differ from that of the Steward's Victualling Book, you are to ſtate the particulars thereof on the ſaid Account, with every explanation which you may be able to give on the occaſion. This Account is to be delivered to the Governor, to be tranſmitted to this Office for our information.

Account of Warrants appointing Surgeons to be kept.

Appendix, No. 65. Fees to be received.

51.]—You are to keep an Account of Warrants, which may be ſent to you for being delivered to Surgeons and Aſſiſtant Surgeons of His Majeſty's Ships, in the annexed form; and you are to receive the Fees thereon, and tranſmit to us a Quarterly Account of the amount thereof, and pay the ſame forthwith into our Office.

Abſtracts of Acts of Parliament to be hung up for inſpection.

52.]—As you will be furniſhed with printed Abſtracts of the Acts of Parliament regulating the payment of Seamen and Marines of the Royal Navy, you are to ſee that two or more of ſuch Abſtracts be hung up or fixed in ſome conſpicuous part of the Hoſpital, where they may conſtantly be acceſſible to all perſons concerned therein.

Printed Forms.

53.]—You will be furniſhed by the Steward with ſuch Printed Forms, Accounts, or Notes as you may have occaſion to uſe, from time to time, on demanding the ſame by a Note under your hand, approved by the Governor. You are to take every precaution to prevent any of ſuch Forms or Printed Paper being unneceſſarily expended, waſted, or appropriated to any other purpoſes than thoſe for which they are intended; and that, when uſed, they have all the columns properly and correctly filled up.

Alphabetical Regiſter of the perſons belonging to the Hoſpital to be kept.

Perſons diſcharged for Miſconduct.

54.]—You are to keep an Alphabetical Regiſter, in the form of the Complete Book, containing the names of the Governor, Officers, and Servants of every deſcription on the Eſtabliſhment of the Hoſpital; taking care that every column be properly filled up, in order that reference may be had thereto whenever it may be required; and if any perſon ſhould be diſcharged for Miſconduct of any kind, the particulars thereof are to be ſtated in the laſt column, and ſuch perſon is never to be employed again, nor ſuffered to enter the Hoſpital.

To attend, perſonally, to Duty.

Appointment of Clerks.

55.]—Although you are authorized, in ſome caſes, to depute your Clerks to act for you, yet you are to obſerve that you will be conſidered accountable for the true and faithful execution of all the Duties attached to your Office, and for the conduct of every perſon employed under your ſuperintendence; you are therefore, as much as poſſible, perſonally to attend the Duty carrying on; giving, in caſe of more than one Service being in execution at the ſame time, the preference to that which you may conſider of the moſt importance. Being held reſponſible, as above, for the conduct of your Clerks, you will, on vacancies happening, have the nomination of them, but you are to obſerve that no perſon will be appointed by us to that ſituation under Sixteen Years of Age, and who ſhall not previouſly have been examined by the Governor, with the aſſiſtance of the Steward, and found qualified for it; and a Certificate to that effect, ſigned by the Governor, is to accompany your application to us for ſuch Appointments. Your Clerks are to be conſtant in their Attendance to their ſeveral Duties, and they are never to be abſent without the Governor's permiſſion, which is not to be aſked without your conſent and the Service admitting thereof. They are not, on any account, to be allowed to act as Agent to any perſon or perſons, or have any other occupation than that which they have in the Hoſpital.

Abſence of Clerks.

Private buſineſs forbidden.

Travelling Expences.

56.]—You are not to have any extra allowance for Subſiſtence or Travelling, while employed on any Services within the limits of the Port; but in caſe you ſhould be ſent on Duty beyond thoſe limits, you will be allowed at the rate of ten ſhillings a day, if employed afloat,

afloat, and after the rate of fifteen ſhillings a day, if travelling on ſhore, in addition to your actual carriage hire.

57.]—You are carefully to preſerve all original Orders and official Letters which you may receive, and at the end of every year cauſe them to be bound together in one volume. You are alſo to enter in a Book to be kept for that purpoſe, all Letters you may have occaſion to write to us or the Governor, on the Public Service. And you are to form, and regularly keep complete, an Alphabetical Index to each of the before-mentioned Books, in order that reference may at any time be readily had to every Order which you may have received, or Letter you may have written; and theſe Books are to be depoſited in your Office for the information of your ſucceſſors. Preſervation of Official Records.

58.]—You are to add to theſe Inſtructions, all ſuch additional Orders as you may from time to time receive of the nature of permanent or ſtanding Regulations, in order that the code may be at all times kept complete. Standing Orders to be added to Inſtructions.

59.]—You are not, either directly or indirectly, to have any Intereſt or Concern whatever in any Proviſions, Stores, Clothes, Medicines, or Neceſſaries which may be purchaſed for the Service of Government, or in the purchaſe of any Stores or other Articles or Effects, whether belonging to Government, or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you by any ways or means whatever to be intereſted in, or to make any advantage of the Medicines, Drugs, Neceſſaries, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any perſon for you, to demand or receive under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon, having any connexion, either as a Principal or an Agent, with any part of your Public Duty, or having buſineſs to tranſact, either at the Hoſpital or at this Office; nor are you or any perſon in your behalf, to receive any Fee, Gratuity, or Reward whatever, for the nomination or appointment of any Clerk or other perſon to be employed in any capacity whatever in the Hoſpital. To this effect, you, as well as every other Officer and Clerk of the Hoſpital, are to take an Oath, in the preſcribed form, and give Bond in three times the amount of your Salary; and, in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Beſides the above, you are to enter into another Bond, according to the annexed form, with two ſufficient ſureties, in the ſum of one thouſand pounds, for duly accounting for all Monies and Stores committed to your charge. Intereſt in Stores, &c. forbidden. Fees, &c. forbidden. Oath and Bond to be entered into. Appendix, No. 1, 2. Appendix, No. 3.

60.]—The foregoing Inſtructions define your general Duty, ſo far as is conſidered neceſſary; but, in the extenſive concerns of your Office, circumſtances muſt occur, for which no ſpecific Inſtructions can previouſly be given; you are, therefore, to obey with the utmoſt attention every Order which may be given to you by the Governor, or Lieutenants by his authority, taking care that in like manner all perſons employed under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted; you are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be eſtabliſhed by the Governor for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital, reporting to him every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein; and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as may from time to time be given to you by the Governor; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the Public Service to the utmoſt of your power. General Injunction for performance of Duty.

INSTRUCTIONS

For the Stewards of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

YOU are to make the Houſe allotted to you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute the Duties of your Office; and you are never to be abſent from your Duty, or remain out of the Hoſpital during the night, without permiſſion of the Governor, who has authority to grant you, occaſionally, four days leave, but if you require longer leave of Abſence from your Duty, you are to make application to us, through the Governor, for that purpoſe. Reſidence. Abſence.

2.]—The Governor is inveſted with full Authority over all perſons in matters relating to the general economy, diſcipline, and good order of the Hoſpital; he is to controul the Diſburſement of Public Money, and the Receipt and Expenditure of Stores, Proviſions, and Neceſſaries of every kind; he is reſponſible that all Officers and other perſons belonging to the Hoſpital do faithfully and punctually perform their reſpective Duties, and that regularity and due Authority of Governor.

due ſubordination be maintained therein; you are therefore to obey his Directions in every inſtance, and when on any occaſion the ſame ſhall happen to be contradictory to theſe Inſtructions, or any other Standing Regulations which you may be under at the time, you are to inform him thereof in writing; but if, notwithſtanding, he ſhall deem it proper to perſiſt in the Order he has given, you are immediately to comply therewith, and repreſent by letter, through him, the circumſtances of the caſe to us.

Authority of Lieutenants.

Lieutenants being appointed to the Hoſpital for aſſiſting the Governor in the diſcharge of his Duty, you are at all times to conſider them as being next in Authority to him; and you, as well as all the Officers and perſons employed under you, are to behave with proper reſpect to the ſaid Lieutenants, and attend to ſuch directions as they may find it neceſſary to give, for the punctual execution of all Orders and Regulations eſtabliſhed for the government of the Hoſpital.

All Correſpondence to be carried on through the Governor.

3.]—In order that the Governor may have complete knowledge of the concerns of the Hoſpital, all Orders and Letters relative thereto from this Board will be ſent, unſealed, under cover to him; and all communications of whatever nature which you may hold with us, are to be delivered, unſealed, to the Governor, that he may forward them, with ſuch remarks as he ſhall judge neceſſary.

Accounts, &c. to be laid before the Governor.

Your Periodical Accounts and Reports of every deſcription are alſo to be laid before him, with the neceſſary Receipts and Vouchers, for his examination and approval, previouſly to his tranſmitting them to us. And, as he is to have acceſs to your Public Accounts and Books, whenever he ſhall think proper, you are to produce the ſame, and to give him every information which he may require in explanation thereof.

What Stores to be in his Charge.

4.]—You are to have charge of all the Proviſions, Stores, Furniture, Bedding, and Neceſſaries in your Department, furniſhed for the uſe of the Hoſpital; and, upon entering upon the Duties of your Office, you are to make application, in writing, to the Governor, for a

Survey to be taken on appointment.

Survey to be taken on the remains of thoſe articles, and you, as well as the Surveying Officers, are to take an account thereof; and the quantities contained in the Report of Survey (which is to be forthwith tranſmitted to us) will be conſidered as your firſt Charge; you are alſo to receive all ſuch further ſupplies of the above deſcriptions as may, from time to time, be ſent for the uſe of the Hoſpital; and you are to be reſponſible for the care and preſervation of the whole; for the economical and faithful expenditure thereof; and for keeping a correct account of every article received, iſſued, and expended, agreeably to the ſeveral forms in the Appendix to theſe Inſtructions, or in ſuch other manner or form as may hereafter be required by us.

How to procure Articles not regularly ſupplied.

5.]—When Proviſions, Neceſſaries, Bedding, or Stores of any kind, which are not regularly ſupplied by Contractors, are wanted for the Service of the Hoſpital, you are to report the ſame to the Governor, in the annexed form, ſtating the remains of each article of which

Appendix, No. 66.

a ſupply may be wanted, and the quantity required either for immediate uſe, or for completing the proportion which we may, according to circumſtances, direct ſhould be kept in ſtore. You are alſo to ſtate what part thereof can be procured on the ſpot, with the prices at

Purchaſe of Stores.

which they may be purchaſed reſpectively. When you may have received from the Governor orders to procure any ſuch Proviſions, Stores, or Neceſſaries, you are to provide the ſame, without loſs of time, and on the moſt reaſonable terms you poſſibly can, agreeably to the ſample which may be given you, or to the quality which may be deſcribed by us, or the Governor.

Appendix, No. 67. Mode of demanding Stores.

6.]—All Proviſions or Stores required, from time to time, for the uſe of the Hoſpital, are to be demanded by you, in the annexed form, from the Contractors or Tradeſmen, ſpecifying the quality and quantity of the Proviſions or Stores, and the Service for which they are wanted. All demands, except for the uſual daily ſupply of Proviſions, are to be approved by the Governor, and entered by you in a Book, which you are to keep, in the annexed

Appendix, No. 68.

form, for that purpoſe.

Receipt of Proviſions, &c.

7.]—The Governor will appoint a Lieutenant to attend with you the Receipt of all Proviſions and other articles brought for the daily uſe of the Hoſpital, and, in conjunction with him, you are to ſee the whole carefully weighed, counted, or meaſured, as the caſe may be; and to take care that the quality of every kind of Proviſions and Vegetables be agreeable to the contract, or equal to the ſample or deſcription by which they are to be ſupplied, rejecting them if otherwiſe, and calling upon the Contractor to furniſh others in lieu, and alſo to ſupply any deficiency which may ariſe from the quantity of Proviſions being at any time ſhort of the quantity demanded; all which occurrences you are afterwards, jointly, to report to the Governor; but ſhould the Contractor refuſe to furniſh the proper Proviſions, or to ſupply the deficiencies above ſpecified, or be unable to do ſo in ſufficient time, and, ſhould the articles in queſtion be wanted for preſent conſumption, you are immediately to make the Governor acquainted with the circumſtance, that he may, if he ſee cauſe, direct you to provide others at the market price; but, when Stores of a nature different from thoſe before mentioned are to be received, you are to make a particular Report thereof to the Governor, that he may give the Lieutenant ſuch ſpecial directions for examining the ſame as he may think proper, and you are to join in making the neceſſary Report to him thereon.

Appendix, No. 69. Entry of Stores received.

8.]—Immediately on the Receipt of Proviſions and Stores you are, in the preſence of the Lieutenant on that Service, to enter an exact Account thereof in a Book, in the annexed form, which is to be kept in the Governor's Office, and ſent from thence to you, for the above purpoſe, at the time of each Receipt; and you as well as the Lieutenant are, before you ſeparate, to ſign the ſaid Account, when it is immediately to be returned by the Lieutenant to the Governor's Office. This Book is to ſerve as a Check againſt you, in the Account of the ſaid Receipt which you may lay before the Governor; you are to keep a Book, in

Appendix, No. 70.

the annexed form, in which you are, immediately after they are received, to enter an Ac-

Appendix, No. 71. Tranſcripts to be kept of the Entries of

count of all ſuch Proviſions; and another Book, in the annexed form, for the Entry of all Stores ſo examined, approved, and received; from theſe Books you are to carry into the

others,

others, hereinafter directed to be kept by you, Tranſcripts of the ſaid Entries, by which you will be enabled to make out the periodical Returns that are to be tranſmitted to us.

9.]—The Scheme of Diet annexed, ſpecifies the different articles of Proviſions which conſtitute the Victualling of the Hoſpital, and regulates the quantity compoſing the full, half, low, and caſualty Diet; and you are in no inſtance to iſſue any articles or proportion of Diet different from what is therein contained, without expreſs Orders in writing from the Governor. The ſpecies of Diet allowed to the Patients in each Ward will, on the day preceding the iſſue thereof, be preſcribed by the Phyſician or Surgeon in the Diet Book of ſuch Ward, together with the quantity of Coals and Candles requiſite for the uſe thereof; but as the Phyſicians and Surgeons are allowed, in particular Caſes, to preſcribe Fowl, Fiſh, Veal, and Eggs, in ſuch quantity as they may judge proper, you will be furniſhed by them with a Liſt, accompanying each Diet Book, wherein will be inſerted the names of thoſe men for whom either of the above articles had been preſcribed in the Diet Books, with the quantity allotted to each man; and you are to regulate your iſſues accordingly. You are to obſerve, that when Patients are received into the Hoſpital, and entitled to be victualled for that day, their Diet will be immediately preſcribed for them by the Phyſicians or Surgeons in a Caſualty Diet Book, in the annexed form, on which they are to continue until they can be included in a Ward Diet Book. You are further to obſerve, that no Patient is to be preſcribed for, in a Ward Diet Book for victuals, on the day of his diſcharge, but you will be furniſhed, on the evening previous to the diſcharge of any men, with the Diſcharge Book of the Phyſician or Surgeon under whoſe care they were, ſpecifying their names and the Wards in which they were formerly victualled; and ſuch Patients are to receive the allowance of Tea and Bread and Cheeſe, expreſſed in the Scheme of Diet, that they may carry away with them what part thereof they think proper.

Appendix, No. 9.

Proviſions to be iſſued according to the Scheme of Diet.

Coals and Candles.

Fowl, Fiſh, &c. allowed in particular Caſes.

When Patients are to be victualled on caſualty Diet.

Appendix, No. 13.

10.]—Each Diet Book will, immediately on being filled up by the Medical Officer, be carried to your Office by a Nurſe from each Ward, and you are to tranſcribe the entries made therein of the number of Patients to be victualled on each ſpecies of Diet into the Daily Victualling Book, which you are to keep in the annexed form. You are to calculate, from the allowances in the Scheme of Diet, and the preſcriptions of Fiſh, Fowl, &c. in the Liſts before-mentioned, what quantity of Proviſions of the different kinds preſcribed will be required for each Ward, and you are to inſert the ſame in the Diet Victualling Book, oppoſite the entries made therein, from the Diet Book of the ſame Ward, adding thereto the numbers of men received or to be diſcharged, with the quantity of caſualty Diet to be allotted them on the occaſion. You are to ſum up the different quantities of Proviſions thus calculated for each Ward, and add thereto the quantities required for the Servants of the Hoſpital (who are always, when not borne as Patients, to be victualled on full Diet); and you are, without delay, to demand the total quantities of each ſpecies of Proviſions from the Contractors and others who are to provide the ſame. You are then to ſend to the Agent's Office a Note of the number of Patients in each Ward, for the purpoſe of facilitating the Evening Muſter.

Appendix, No. 72. Routine of demanding Proviſions for uſe.

11.]—At the opening of the Steward's Room (which is to be at ſeven o'clock in the morning in the Summer months, and eight in the Winter, or at ſuch other time as the Governor ſhall direct), you will be furniſhed by the Agent with a Report, in the form preſcribed, of the total number of Patients which had been actually muſtered by him the preceding evening, ſpecifying the number which have died, or deſerted, ſince the laſt Report, the number who are to be diſcharged in the courſe of the day, the number that have been removed from one Ward to another, and the Wards in which ſuch changes have taken place, with the number of each deſcription of Servants who are entitled to Proviſions; and, as the total number of Patients and Servants victualled on each day muſt exactly coincide with the total number borne on the Agent's Muſter Books at the time, you are carefully to compare this Daily Report with the total numbers that have been inſerted in the various Diet Books by the Phyſicians and Surgeons, in order that no greater or leſs quantity of Proviſions be allotted to any Ward, than is correſpondent to the number of Patients actually therein. The Preſcription Tickets of Dead or Run Men will be preſented to you by the Nurſes, that you may be enabled to deduct the Proviſions preſcribed for ſuch men, from the quantities intended for the reſpective Wards. If, after all, you find any difficulty in diſcovering the cauſe of any difference between the Agent's Report, and the numbers which you had inſerted in the Daily Victualling Book from the Diet Books, you are to make it known to the Agent, who will aſſiſt you in adjuſting the ſame, that the iſſue of Proviſions be not retarded.

Daily Accounts of Patients muſtered will be delivered to him,

which is to be compared with Diet Books, &c.

How to prevent delay in iſſuing Proviſions.

12.]—In order that the Patients may know every allowance to which they are entitled, you are to cauſe a Printed Copy of the Scheme of Diet, for the time being, to be conſtantly hung up in ſome conſpicuous place in each Ward. You or your Clerk, with any number of Patients, not exceeding ſix, who may chuſe to attend for ſeeing juſtice done to the whole, are to be conſtantly preſent at the weighing and cutting up of the Meat, and to ſee it properly and fairly allotted to each Ward, agreeably to the number of Patients therein, and tallied accordingly; you are alſo to take care that the Greens, Herbs, and Leeks be properly picked and waſhed, before they be put into the Copper, and that the whole of the Proviſions and Vegetables be cooked in a clean and proper manner; and further to prevent any neglect in the performance of theſe Duties, a Lieutenant is directed to ſuperintend the ſame. When the Proviſions are ready to be iſſued to the Patients, a Nurſe from each Ward, with any Patient who may be inclined to accompany her therefrom, is to attend and carry the quantities allotted to them, reſpectively into their ſeveral Wards. You are to take great care that no preference be ſhewn to the Servants of the Hoſpital, by allotting to any of them choice pieces of Meat; to this end you are to cauſe their allowances to be cut up from whole quar-

Scheme of Diet to be hung up in each Ward.

Regulations for the proper Supply of the Proviſions, &c.

Mode of iſſuing Proviſions.

ters, into as many pieces as may be neceſſary, which are to be put into a tub covered over and pricked for by the Servants in the manner practiſed in the Navy.

Appendix, No. 73.

13.]—You are to keep a Monthly Account, in the annexed form, in which you are to inſert, from the Daily Victualling Book, the total number of Patients on the ſeveral ſpecies of diet, and the number of ſervants victualled in the Hoſpital on each day, with the whole quantity of Proviſions daily iſſued to ſuch Patients and Servants, together alſo with the total quantity of Proviſions daily received from Contractors and others; and at the end of the month, you are to caſt up the whole, ſo as to ſhew the total quantity of Proviſions of every deſcription iſſued and received in the courſe of the month, and the quantity remaining at the end thereof, which is to be carried to the next month's Account. You are then to lay the Account, ſigned by you, before the Governor, that he may compare the number of Patients therein ſtated to be victualled, on each ſpecies of diet, with what ſhall be contained in the ſeveral Ward and Caſualty Diet Books for the month, and in the Agent's Daily Reports, which are to be produced by you; and you are alſo to produce to him the Phyſician's and Surgeon's Liſt, containing the quanties of Fiſh, Fowl, Veal, and Eggs preſcribed by them during the month, that he may compare the ſame with the expenditure of thoſe articles, previouſly to his ſigning the Certificate on the foot of the Monthly Victualling Account, when he will tranſmit the ſame to us.

Monthly Account of Proviſions received and iſſued to be rendered.

Iſſue of Bavins, Coals, and Candles.

14.]—You are to iſſue Bavins, Coals, and Candles for the whole Eſtabliſhment in the following manner, viz. to the Governor's Office; to the Lieutenants for their Office; to the Agent for the Bathing Rooms; to the Store Matron, for the Laundry; and to the Ward Matron for airing uninhabited Wards, in ſuch proportions as ſhall be from time to time demanded by them reſpectively, by Note under their hands, approved by the Governor. To the Cook-room, Waſh-houſe, and Plumber's Shop, or any other Service which may be carrying on in the Hoſpital, ſuch quantities as the Governor, upon conſideration of the extent of the work to be performed, may direct you to ſupply for thoſe Services reſpectively. To the Diſpenſary, in ſuch proportions as may, from time to time, be directed by us. To the ſeveral Wards occupied by Patients, the exact quantities preſcribed in the reſpective Diet Books daily; and to the Guard-room, Steward and Agent's Offices, Apartments of the inferior Officers, and to the Servant's Cabins, ſuch proportions of the above Stores as now are or may hereafter be eſtabliſhed by us for thoſe purpoſes reſpectively; which you are not on any account to exceed in the iſſue, without a particular Order from the Governor for that purpoſe; and you are carefully to preſerve all Demands, Orders, or other Authority given you for the iſſue of any of the above articles, and produce the ſame as Vouchers to the Account thereof.

Iſſue of Soap, Wood, and Pearl Aſhes.

15.]—You are to have charge of the Soap, Wood, and Pearl Aſhes, which you are to iſſue to the Waſh-houſe, from time to time, as the ſame ſhall be demanded by the Store Matron, by Note under her hand; obſerving, that as all ſuch Notes will contain an account of the quantity of clothes to be waſhed, and the number of waſhers neceſſary to be employed thereon, for each day, you are to limit the quantity of Soap iſſued, to a pound and a half to each waſher per diem. You are to iſſue Soap to the other Departments of the Hoſpital in the following manner: viz. To the Ward Matron for cleaning the Wards, Steward's firſt Clerk for the Steward's Room, Agent for the Bathing Cellars, and ſcrubbing of Clothes, &c. Surgeons for the Operation Room, and the Diſpenſer for the uſe of the Diſpenſary, in ſuch quantities as ſhall from time to time be demanded by them reſpectively, by Notes under their hands. To any other perſon or for any other Service than thoſe herein ſpecified, in ſuch proportions as ſhall be ſpecially directed by the Governor, by Note under his hand; and to the Phyſical and Surgical Wards, the Kitchen, and to the Barber, in ſuch proportions as now are or may hereafter be eſtabliſhed by us, for thoſe purpoſes reſpectively. And you are to obſerve that all Demands or Orders for the iſſue of the above Stores are to be carefully preſerved, for being produced at the examination of your Accounts thereof.

Duty of Plumber and care of Lamps.

16.]—You are to be careful that the Plumber perform his Duty in keeping the Lamps of the Hoſpital properly trimmed and burning for the requiſite time, and that he uſe due economy in the expenditure of Oil, which you are, from time to time, to ſupply him with in ſuch proportions as now are or may hereafter be eſtabliſhed by us, for each Lamp, according to the ſeaſon of the year.

Monthly Account to be rendered of the receipt and iſſue of Coals, Soap, &c.

Appendix, No. 74.

17.]—You are to keep a Monthly Account of the receipt and expenditure of Bavins, Coals, Candles, Wood and Pearl Aſhes, and Oil, in the annexed form, in which you are to ſpecify, in the proper columns, the daily iſſues of theſe Stores to each of the Departments before-mentioned, with the total quantity iſſued each day; you are alſo to inſert the total quantities from time to time received from Contractors or others, and, at the end of the month, you are to add up the whole ſo as to ſhew the total expenditure in each branch of the Hoſpital, and the grand total of the expenditure in the courſe of the month, deducting the ſame from the quantity received, and which remained in Store at the commencement of the month, and carrying the remains to the next month's Account. You are then to lay the Account before the Governor, with all the Vouchers for the ſeveral iſſues therein contained, that he may, after auditing the ſame, ſign the Certificate thereon preſcribed and tranſmit the ſame to this Office.

Appendix, No. 75, 76.

Bills for ſtores ſupplied, or Works performed, to be made out as directed.

18.]—You are to inform all Contractors and Tradeſmen that their Bills for Proviſions and Stores are to be made out in the forms annexed, and regularly delivered to you at the expiration of each quarter of a year; and you are carefully to compare the articles contained therein with your Demand and Receipt Books, to ſee that they correſpond therewith; you are to cauſe all Bills for Works performed to be made out in the ſame form as that for Stores, and delivered to you alſo at the end of each quarter, when you are to tranſcribe them as well as all Bills for Stores into a Book, which you are to keep for the purpoſe, in the annexed form. Having aſcertained that the Sums charged are correct, you are to certify at the foot of each Bill that the Proviſions, Stores or Services therein mentioned, were actually

Appendix, No. 77.

ſupplied

ſupplied or performed according to the contract or agreement made for the ſame, and that the charge is juſt and proper. You are then to deliver all the original Bills to the Governor, and alſo to furniſh him with an Account thereof, in the annexed form, containing the names of the perſons by whom the articles were ſupplied, the total quantity of each, the rates charged for the ſame, and the total amount of each Bill. The Bills exceeding fifty pounds are to be firſt inſerted in this Account, and the amount of them caſt up; then will follow ſuch as may not exceed that ſum, and the whole caſt up, ſo as to ſhew the total amount of the ſame, in order that the Governor may, after having cauſed the latter to be paid by the Agent, tranſmit the ſaid Account, with all the Bills therein mentioned, to this Office. Appendix, No. 78. Payment of Bills.

19.]—You are to ſupply the Ward Matron with, ſuch Utenſils, Neceſſaries, and other Stores, as ſhe may from time to time demand, by Note under her hand, approved by the Governor, or by the Lieutenant on Duty, if ſo authorized by him, for furniſhing unoccupied Wards, or in lieu of thoſe worn out or loſt in ſuch as may be occupied and all Stores; ſo ſupplied, are to be in charge of the Ward Matron, who is directed to make one of the Nurſes in each Ward anſwerable for every article therein, and to return to you the whole or any part of the Furniture of the Wards no longer occupied, when the Governor thinks it proper to direct the ſame. Ward Matron to be ſupplied with certain Utenſils, &c.

20.]—You are to keep ſeparate Inventories, in the annexed form, of the whole Stores and Utenſils iſſued by you to each Ward; which Inventories you are to alter, from time to time, as Stores and Utenſils may be iſſued to, expended in, or returned from any Ward; and the Ward Matron is conſtantly to be ſupplied with two Copies of each Inventory, which are alſo to be altered by you, whenever any change in the articles ſhall take place; one of which Inventories ſhe will deliver to each Nurſe, to whoſe cuſtody the Stores therein mentioned ſhall have been committed, and, by the other, make the neceſſary Surveys of the Stores in the ſeveral Wards, to ſee that none are miſſing. You are to obſerve, that proper attention be paid to the Preſervation of all Furniture, &c. in the Wards, reporting to the Governor, if you diſcover any neglect in this reſpect; and you are, every month, before the Servants are paid their wages, to adjuſt all the Inventories with the Ward Matron, in order that all articles which may have been loſt or deſtroyed in the courſe of the month, may be accounted for to the ſatisfaction of the Governor, or paid for by the parties on whom the blame ſhall attach. Appendix, No. 79. Inventories of Stores iſſued to Wards to be made out. Preſervation of Furniture.

21.]—You are alſo to keep an Inventory of the Stores and Utenſils to be iſſued, in the eſtabliſhed proportions, by the Governor's order, as Furniture to the Houſes, Offices, Cabins, or Apartments of the ſeveral Officers and Servants in the Hoſpital, and furniſhing each perſon with a Copy thereof, ſpecifying the articles iſſued for their uſes reſpectively; but the Bedding, Utenſils, &c. iſſued to the Labourers Hall, are to be conſidered as under the care of the Overſeer of the Labourers, who is to be furniſhed with an Inventory thereof; all which Inventories are to be from time to time altered, as circumſtances may require, obſerving that each perſon on quitting the Hoſpital is to deliver up to you, in proper condition, the whole Stores contained in the Inventory delivered to him, or account for the ſame to the ſatisfaction of the Governor. Inventories of Stores iſſued to Houſes and Apartments to be kept.

22.]—You are to be very careful to cauſe every article of the Public Stores, on being received, to be marked with the Broad Arrow (↑), or ſuch other mark as may be directed, wherever the ſame may be practicable; and you are never, on any account or pretence whatever, to ſend any deſcription of Stores out of the Hoſpital, without an expreſs Order in writing from the Governor for that purpoſe; and if it ſhould come to your knowledge that any other perſon has done ſo, or intends to do ſo, you are immediately to make the ſame known to the Governor in writing. Broad Arrow to be put on all Stores. Stores not to be lent.

23.]—You are to conſider it an important part of your Duty frequently to viſit the Store Rooms, and carefully inſpect the condition of the Stores committed to your charge; you are to ſee that they are arranged in the Store Rooms in the beſt poſſible manner for preventing their being damaged from an improper expoſure to damp, or from any other cauſe; that they be taken out, and aired when neceſſary; and that thoſe which have been longeſt in Store be firſt iſſued for the uſe of the Hoſpital. One of the Lieutenants will occaſionally be ordered by the Governor to accompany you through the Store Rooms for the purpoſe of aſſiſting you in theſe Duties, and of reporting to him that every thing is done that is conſiſtent with a due regard to the ſyſtematic arrangement and careful preſervation of His Majeſty's Stores. Condition of Stores, &c. in Storehouſes, to be inſpected.

24.]—You are to keep a Book, in the annexed form, in which you are to enter an exact account of the iſſue and expenditure of every article of Stores committed to your charge; from which Book, and from your own Account of the receipts of Stores, you are, at the end of each quarter, to make out, in the annexed form, an account of every article received, iſſued, and expended in that quarter, in order that the whole receipts and iſſues of Stores, during that period, may be ſeen at one view; and, for our further information, you are to ſtate, on the back of the above Account, an Abſtract of the total quantities of Bedding, Linen, and Clothing, which remained in ſtore at the commencement of the quarter, the quantities received and iſſued in the courſe thereof, and the quantities remaining at the time of making up the Account; which Account is to be delivered to the Governor, for being examined and compared with the original Receipt Book of Stores kept in his Office, and, when approved, is to be tranſmitted to us, with your other Quarterly Accounts. Appendix, No. 80. Appendix, No. 81. Quarterly Account to be rendered of Stores received and iſſued. And alſo Remains of ſome Articles.

25.]—You are, annually, on the thirtieth of June, to make out an Abſtract, in the annexed form, containing the total quantities of each ſpecies of Stores which remained in your charge on the firſt of July, in the year preceding, the total quantities received and expended between theſe periods, and the Remains of each ſpecies at the time of making up the account; which Remains will, on application of the Governor to us, be ſurveyed by ſuch Officers as may be appointed for that purpoſe, in order to aſcertain and certify whether the quantities, Appendix, No. 82. Annual Abſtract of Stores to be made out. Remains to be ſurveyed annually.

ſtated as your Remains, are actually in ſtore, diſtinguiſhing ſuch as may be conſidered unfit for their original purpoſe, and ſtating in what manner they can beſt be converted to other purpoſes, or ſold for the advantage of the Public. The Report of Survey is to be made out in your Office, according to the annexed form, ſigned by the Surveying Officers, and, with the Abſtract above mentioned, immediately delivered to the Governor, to be tranſmitted to us.

Appendix, N° 28.

Diſpoſal of old Stores.

26.]—In order that the Store Houſes may not, at any time between the periods of the General Survey, be encumbered with old or decayed Stores, and that ſuch as may be conſidered by you to be in that ſtate, and unfit for their proper uſe, may be appropriated or diſpoſed of to the beſt advantage; you are, from time to time, whenever any conſiderable quantity ſhall have accumulated, to deliver an account thereof to the Governor, which he will tranſmit to us, that we may order a Survey to be taken thereon; and, when ſuch Survey ſhall take place, a Report thereof, in the ſame form as before-mentioned, is to be made, ſhewing the quantity of Stores which may be condemned as unfit for the purpoſes for which they were originally intended, and ſtating in what manner they can be beſt appropriated or diſpoſed of; which account is to be ſigned by the Surveying Officers, and delivered to the Governor, to be tranſmitted to us. You are to keep an account of all condemned Stores in your Expence Book, ſhewing whether they have been ſold or re-iſſued for any inferior purpoſes in the Hoſpital, with your authority for ſuch ſale or re-iſſue, as vouchers for the ſame, when your accounts are examined by the Governor.

Mode of ſelling old Stores.

27.]—When the uſual public notice ſhall have been given, and you may be directed by the Governor to ſell any condemned Stores, it is to be done by Auction, in the preſence of the Governor and one of the Lieutenants, in the following manner: They ſhall be divided into the moſt convenient lots, for inviting competion in the bidders, and each lot put up at a ſum conſiderably above its ſuppoſed value, which ſum is to be gradually reduced, until ſome perſon offers to take the lot; it is not, however, to be knocked down to him, but it ſhall be publicly aſked, if any one will bid more for it, and the beſt bidder ſhall be the purchaſer, whether it be the perſon who firſt offered to take it, or any other; and he ſhall be required to pay a depoſit of twenty-five pounds per cent. for the ſame immediately, and the remainder when the lot is taken away. Separate accounts ſhall be kept by you and the Lieutenant, agreeably to the annexed form, as the ſale proceeds, of the number of every lot, ſpecies of Stores, rate or price at which it was put up, and rate or price at which it was ſold; the name, occupation, and reſidence of the purchaſer; obſerving that no perſon belonging to the Hoſpital, nor any perſon on his account, will be permitted to make any purchaſe at ſuch ſales. You are to tranſmit to us, after ſuch ſale, an account in the ſame form, ſigned by you and the Lieutenant attending the ſale, and approved by the Governor, ſhewing the net produce of each lot, and the amount of the whole, which you are immediately to pay into the hands of the Agent, taking his receipt on the account for the ſame.

Appendix, No. 55.

Caution againſt Fire.

28.]—You are on all occaſions, when Labourers or others may be employed in any Duty where either Fire or Lights are required in your Department, to uſe every precaution in your power to prevent Accidents by Fire, carefully examining every place in which they may have been ſo employed, to ſee that the Lights be extinguiſhed, and that all is ſafe, previouſly to ſuch places being ſhut up.

Fire Engines.

29.]—You are to have the charge of the Fire Engines, and ſee that they be conſtantly kept in good order; for which purpoſe you are, at leaſt once a month, carefully to inſpect them, and repreſent their ſtate to the Governor, requeſting his directions for their being worked; and you are to ſee that the Buckets, Hoſe, &c. be always kept in repair and fit for immediate Service.

Repair of Buildings.

30.]—You are to inform the Governor whenever any of the Hoſpital Buildings, &c. may require repair; and, in all caſes where Artificers or others are employed in the performance of works, not done by contract or meaſurement, you are to keep an account of the time they are ſo employed. You are alſo to inſpect the quality of the materials, and keep an account of the quantity expended, requiring from the Contractors or Tradeſmen, from time to time, ſuch explanation relative thereto, as you ſhall find neceſſary. And you are to give the Surveyor of the Hoſpital every information in your power on this ſubject, to enable him with more accuracy to examine the Bills, before he approves them for payment; and, to enable you to check the time of the Workmen before-mentioned, you are to keep a Liſt of their names, in the annexed form, and to muſter them, on their coming in at the gate to work in the morning, at uncertain times in the courſe of the day, and on their leaving the Hoſpital in the evening, and report to the Governor all ſuch as you may diſcover abſent, in order that the Works be not retarded for want of the requiſite number of people being conſtantly employed thereon, and that none be allowed to work in the Hoſpital who are not ſober and induſtrious men. You are never, on any account, to employ any of the above perſons, or any of the Labourers or other Servants of the Hoſpital, on any private or domeſtic buſineſs whatever; and, if you ſhould diſcover any other perſon to do ſo, you are, without fail, to report the ſame to the Governor.

How Bills for Repairs are to be checked.

Appendix, No. 83.

Workmen to be muſtered.

Contracts to be entered in a Book.

31.]—All Contracts, entered into by the Board for the Service of the Hoſpital, will be ſent to you by the Governor, and you are to copy the ſame into a Book, to be kept for that purpoſe, in order that you and all others concerned may always know whether the ſeveral Contractors have faithfully complied with the conditions of their reſpective Contracts.

Appendix, No. 84.

Quarterly Expence of Victualling Patients to be kept.

Annual account of Expence of the Hoſpital, to be ſent.

Appendix, No. 64.

32.]—You are to keep a Quarterly Account, in the annexed form, of the Expence of Victualling all the Patients and Servants of the Hoſpital, from which, and your Accounts of all other Expences incurred, you are, as ſoon after the 31ſt December in each year as poſſible, in conjunction with the Agent, to make out and deliver to the Governor, for our information, an Account, in the annexed form, of the Total Expence of every kind incurred

incurred for the Hoſpital, in the courſe of the preceding year, ſhewing thereon the total number of Patients victualled during that time, as for one day, as the ſame ſhall appear in your Monthly Victualling Book; and ſhould this Account differ from the Agent's Muſter Books, you are to ſtate the particulars thereof on the ſaid Account, with every explanation which you may be able to give on the occaſion.

Iſſue of Printed Forms

33.]—You will receive into your charge, and be anſwerable for all Printed Forms, Account Books, Abſtracts of Acts of Parliament, or other Printed Papers, which may from time to time be ſent to you for the uſe of the Hoſpital, which you are to iſſue to the Officers to whom they may apply, in ſuch proportions as they may reſpectively demand by Note under their hands, approved by the Governor, who is in like manner to approve the iſſues to your own Offices. You are to enter the receipts and iſſues of the above articles in your Store Account, and, with the approbation of the Governor, to demand occaſional ſupplies thereof from us; you are to take every precaution to prevent any of ſuch Forms or Printed Paper as may be iſſued to your Office, from being unneceſſarily expended, waſted, or appropriated to any other purpoſes than thoſe for which they are intended, and that, when uſed, they have all the columns properly and correctly filled up.

Care of official Records and Letters.

34.]—You are carefully to preſerve all original Orders and official Letters which you may receive, and, at the end of every year, cauſe them to be bound together in one volume; you are alſo to enter in a Book, to be kept for that purpoſe, all Letters which you may have occaſion to write to us, or to the Governor, on the Public Service; and you are to form, and regularly keep complete, an alphabetical Index to each of the before mentioned Books, in order that reference may at any time be readily had to every Order which you may have received, or Letter you may have written; and theſe Books are to be depoſited in your Office, for the information of your ſucceſſors.

Standing Orders to be added to Inſtructions.

35.]—You are to add to theſe Inſtructions all ſuch additional Orders as you may from time to time receive in the nature of permanent or ſtanding Regulations, in order that the Code may be at all times kept complete.

Reſponſible for the Conduct of Clerks and Butler.

36.]—Although you are authorized in ſome caſes to depute your Clerks to act for you, yet you are to obſerve that you will be accountable for their Conduct, and for that of the Butler, who is to aſſiſt you in the receipt and iſſue of Proviſions and Stores, and to be obedient to you in all other matters relating to your Duty. You are alſo reſponſible for the Conduct of every other perſon employed under you, and for the true and faithful execution of all the Duties attached to your Office: you are, therefore, as much as poſſible, perſonally to attend the Duty carrying on, giving, in caſe of more than one Service being in execution at the ſame time, the preference to that which you may conſider of the moſt importance; and, being held reſponſible as above for the Conduct of your Clerks, you will on vacancies happening have the nomination of them, but you are to obſerve that no perſon will be appointed by us to that ſituation under Sixteen Years of Age, and who ſhall not previouſly have been examined by the Governor, with the aſſiſtance of the Agent, and found qualified for it, and a Certificate to that effect, ſigned by the Governor, is to accompany your application to us for ſuch appointments. Your Clerks are to be conſtant in their attendance to their ſeveral Duties, and they are never to be abſent without the Governor's permiſſion, which is not to be aſked without your conſent and the Service admitting thereof; they are not, on any account, to be allowed to act as Agent to any perſon or perſons, or have any other occupation than that which they have in the Hoſpital.

To attend Duty perſonally.

Appointment and entry of Clerks.

Abſence of Clerks.

Private occupation forbidden.

Travelling Charges.

37.]—You are not to have any extra allowance for ſubſiſtence or travelling, while employed on any Service within the limits of the Port; but, in caſe you ſhould be ſent on Duty beyond thoſe limits, you will be allowed at the rate of ten ſhillings a day, if employed afloat, and after the rate of fifteen ſhillings a day if travelling on ſhore, in addition to your actual carriage hire.

Intereſt in Stores, &c. forbidden.

38.]—You are not, either directly or indirectly, to have any Intereſt or Concern whatever in any Proviſions, Stores, Clothes, Medicines, or Neceſſaries, which may be purchaſed for the Service of Government, or in the purchaſe of any Stores, or other articles or effects, whether belonging to Government, or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in, or to make any advantage of the Medicines, Drugs, Neceſſaries, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any perſon for you, to demand or receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward, of any Contractor, Tradeſman, or other perſon having any connexion, either as a Principal or an Agent, with any part of your Public Duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any Fee, Gratuity, or Reward whatever, for the nomination or appointment of any Clerk or other perſon to be employed in any capacity whatever in the Hoſpital. To this effect you, as well as every other Officer and Clerk of the Hoſpital, are to take an Oath, in the preſcribed form, and give Bond in three times the amount of your Salary; and, in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Beſides the above, you are to enter into another Bond, according to the annexed form, with two ſufficient ſureties, in the ſum of one thouſand pounds, for duly accounting for all Stores committed to your charge.

Fees, &c. forbidden.

Oath and Bond to be entered into.

Appendix, No. 1, 2.

Additional Bond to be given.

Appendix, No. 3.

General Injunction for performance of Duty.

39.]—Laſtly. The foregoing Inſtructions define your general Duty, ſo far as is conſidered neceſſary; but, in the extenſive concerns of your Office, circumſtances muſt occur, for which no ſpecific Inſtructions can previouſly be given; you are, therefore, to obey with the utmoſt attention every Order which may be given to you by the Governor, or Lieutenants by his authority; taking care that in like manner all perſons employed under you do ſtrictly perform the Duties aſſigned them, that the beſt economy be obſerved on all occaſions, and that

every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed by the Governor for maintaining good order on the part of all deſcriptions of perſons within the walls of the Hoſpital; reporting to him every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as may, from time to time, be given to you by the Governor; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the Public Service, to the utmoſt of your power.

INSTRUCTIONS

For the Diſpenſers of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

Reſidence. YOU are to make the houſe allotted you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute the Duties of your Office;

Abſence. and you are never to be abſent from your Duty, or remain out of the Hoſpital during the night, without permiſſion of the Governor, who has authority to grant you, occaſionally, four days' leave; but, if you require longer leave of Abſence from your Duty, you are to make application to us, through the Governor, for that purpoſe.

Authority of Governor. 2.]—The Governor is inveſted with full Authority over all Officers and other perſons in all matters relating to the general economy, diſcipline, and good order of the Hoſpital; he is to controul the diſburſement of Public Money, and the receipt and expenditure of all Stores, Proviſions, and Neceſſaries of every kind. He is reſponſible that all Officers, and other perſons belonging to the Hoſpital, do faithfully and punctually perform their reſpective Duties, and that regularity and due ſubordination be maintained therein; you are therefore to obey his directions in every inſtance, excepting in caſes that are purely medical; and when, on any occaſion, the ſame ſhall happen to be contradictory to theſe Inſtructions, or any other ſtanding Regulations which you may be under at the time, you are to inform him thereof in writing; but if, notwithſtanding, he ſhall deem it proper to perſiſt in the Order he has given, you are immediately to comply therewith, and repreſent by letter, through him, the circumſtances of the caſe to us. Lieutenants being appointed to aſſiſt the Governor in the execution of his Duty, you are to conſider them as being next in Authority to him; and you, as well as all perſons employed under you, are to behave with proper reſpect to the ſaid Lieutenants, and attend to ſuch directions as they may find it neceſſary to give for the punctual execution of all Orders and Regulations eſtabliſhed for the government of the Hoſpital.

Authority of Lieutenants.

All Correſpondence to be carried on through the Governor. 3.]—In order that the Governor may have complete knowledge of the concerns of the Hoſpital, all orders and letters relative thereto from this Board will be ſent, unſealed, under cover to him; and all communications, of whatever nature, which you may hold with us, are to be delivered, unſealed, to the Governor, that he may forward them, with ſuch remarks as he ſhall judge neceſſary; your periodical Accounts and Returns of every deſcription are alſo to be laid before him, with the neceſſary Receipts and Vouchers, for his examination and approval, previouſly to his tranſmitting them to us; and, as he is to have acceſs to your Public Accounts and Books whenever he ſhall think proper, you are to produce the ſame, and give him every information which he may require in explanation thereof.

All Accounts, &c. to be ſubmitted to the Governor's inſpection.

What Stores to be conſidered in his charge. 4.]—You are to have charge of all the Stores, Medicines, Drugs, Utenſils, and Neceſſaries, including Sponge, Bandage, Splints, Truſſes, and every other Surgical Inſtrument or Material which may be furniſhed for the uſe of the Patients in the Hoſpital, excepting ſuch operative Surgical Inſtruments as may be directed to remain in the charge of the reſpective Surgeons; you are alſo to have charge of ſuch of the above articles, as may be lodged at the Hoſpital, for being ſupplied to His Majeſty's Ships and Veſſels; and, upon entering on the Duties of your Office, you are to make application in writing to the Governor, for a Survey to be taken on the remains of thoſe articles; and you, as well as the Surveying Officers, are to take an account thereof, and the quantities contained in the Report of Survey (which is to be forthwith tranſmitted to us) will be conſidered as your firſt Charge; obſerving, that thoſe intended for His Majeſty's Ships and Veſſels, as before mentioned, are to be kept ſeparate from the others; and that you are not to iſſue any of them for the uſe of the Hoſpital, nor any of thoſe intended for the Hoſpital to Ships, without directions from us or the Governor for that purpoſe. You are alſo to receive all ſuch further Supplies of the above deſcriptions, as may from time to time be ſent from the Hoſpital; and you are to be reſponſible for the care and preſervation of the whole, for the economical and faithful expenditure thereof, and for keeping ſuch accounts

Survey of Stores to be taken on appointment.

Stores for the uſe of Ships to be kept ſeparate from thoſe for the uſe of the Hoſpital.

accounts of the ſame as are hereinafter particularly directed, agreeably to the ſeveral forms in the Appendix to theſe Inſtructions, or in ſuch other manner or form as may hereafter be required by us.

Receipt of Medicines.

5.]—As the Phyſicians and Surgeons are directed daily to ſuperintend in rotation the Duties of the Diſpenſary, and to inſpect all articles ſupplied for its uſe, you are to give timely notice when any are brought to the Hoſpital, and, in conjunction with the Medical Officer whoſe Duty it may be to attend this Service, you are carefully to examine the quality and compare the quantity of all ſuch Stores with the Invoices or Bills of Parcels; ſhould there be no objection to their being received, you are to enter an account thereof in a Book to be kept by you in the annexed form, which entries are always to be ſigned by you and the Officer above-mentioned, in teſtimony of your having in conjunction inſpected the Stores; and, when Medicines, Drugs, or Neceſſaries ſhall, upon ſuch inſpection, be found not to correſpond with the Invoice or Bills of Parcels, or be of a quality unfit to be received, you are to make out an account thereof, ſtating the deficiency or the cauſe of their unfitneſs, as the caſe may be, which account is to be ſigned by you and the inſpecting Medical Officer, and preſented by you to the Governor for his information; and you are always to deliver to him the receipts of all ſuch Supplies, to be tranſmitted to us. When Wine, Spirits of Wine, Porter, or other Liquors ſhall be received in caſk, which it may not be proper immediately to draw off and meaſure, you are to repreſent the ſame to the Governor, that he may direct a qualified perſon to gauge the contents thereof, to mark the ſame on the head of each caſk, and to give it under his hand to you, that you and the Phyſician or Surgeon may certify accordingly.

Appendix, No. 85.

Receipt of Wine and Spirits.

Iſſue of Medicines, &c.

6.]—You are to iſſue Medicines and Neceſſaries for the uſe of each Patient, agreeably to the Preſcriptions of the Phyſician or Surgeon under whoſe care he may be, which will be contained in a Ticket in the annexed form; you are alſo to iſſue ſuch Supplies of Sponge, Bandages, Splints, Truſſes, or other Implements or Materials as they may demand, by Note under their hands, for the uſe of their Patients, and which may not be proper to be included in the Preſcription Tickets; obſerving, however, that without being demanded either by a Preſcription Ticket or Note as above ſpecified, no article whatever is to be iſſued from the Diſpenſary; and, whenever the nature of any of the above articles will admit of their being of further uſe, after they ſhall be no longer wanted for the purpoſe for which they were demanded, you are, on their being returned, to be careful to recharge yourſelf therewith; you are to be very particular in cauſing all Preſcriptions to be made up with the ſtricteſt care; that the various Medicines, Drugs, Utenſils, and Neceſſaries entruſted to your care, be examined at ſhort intervals, in order to prevent any part of them from getting damaged by damp, by vermin, or by any other cauſe; and, as the Phyſicians and Surgeons are inſtructed to inſpect occaſionally the Stores and Medicines in your charge, you are to give every explanation they may require, as to the means which you have uſed for preſerving them; and you are to lay your Accounts before them, whenever they may require it, for the purpoſe of examining how far your expence of Medicines, Neceſſaries, &c. agree with their Preſcriptions and Demands.

Appendix, No. 8.

Care of Medicines.

Accounts of Iſſues to be ſubmitted to the inſpection of the Phyſicians and Surgeons.

Caution againſt the uſe of wrong Medicines.

7.]—To prevent the dangerous conſequence of Patients receiving wrong Medicines by miſtake, you are to be very careful that the cover of the Preſcription Tickets for each Ward has conſtantly the number of the Ward marked thereon in large figures;—and every Medicine baſket a tally affixed thereto, expreſſing the number of the Ward to which it belongs, that every Patient's Medicine be ſeparately made up, and his name diſtinctly written in words at length thereon; and that the Medicines put into each baſket be compared with the Preſcription Tickets by you or your Mates, whoſe initials ſhall be ſigned in a column on the outſide of the cover thereof, to ſhew that this eſſential inſpection has taken place.

Economical uſe of Phials, Bottles, &c.

8.]—You are to take care that the utmoſt economy be obſerved with reſpect to the expenditure of Bottles, Phials, Gallypots, &c. and that, on their being returned from the Wards, they be properly waſhed for being again made uſe of. And you are to take all poſſible precaution, by adopting the moſt effectual check in your power on the Nurſes, to enſure their returning all articles of the above deſcription which they may carry to the Wards, ſo ſoon as they ſhall be empty or no longer required for the Patients; and, ſhould any of the Nurſes neglect their Duty in this reſpect, you are to repreſent the ſame to the Governor, ſtating the value of ſuch articles as you may have reaſon to believe they have not returned, in order that it may be deducted from their wages, ſhould the Governor, on enquiry into their conduct, judge proper.—You are to direct that all broken Bottles and Phials, of every deſcription, be ſaved and delivered to the Steward, to be ſold with other unſerviceable Stores.

Demand for Medicines, Drugs, and Neceſſaries.

Appendix, No. 86.

9.]—You are to give timely notice to the Phyſicians and Surgeons, by a Liſt under your hand in alphabetical order, in the annexed form, of the Medicines, Drugs, and Neceſſaries which ſhall from time to time be wanting, in order that they may examine it, and conſult together on the neceſſity of all or any part of ſuch Supply, and, on the Liſt being adjuſted to their ſatisfaction, they will ſign the ſame, which you are then to deliver to the Governor, that he may tranſmit it to us. But when, from any unforeſeen cauſe, there ſhall happen to be a want of any particular articles of Medicines or Neceſſaries, and the time will not admit of a demand being regularly tranſmitted to us, you are to give a Liſt thereof to the Phyſicians and Surgeons, that they may jointly repreſent to the Governor the neceſſity for the immediate Supply of ſuch articles. On theſe occaſions you are to make known to the Governor, in writing, the quantity of ſuch Medicines, Stores, and Neceſſaries, of the ſpecies required, which remain in your charge for the uſe of His Majeſty's Ships, &c. ſtating if in your opinion any of them are likely to receive injury from being longer kept; and ſhould he authorize you to appropriate any part thereof for the Service of the Hoſpital, you are to take for that purpoſe ſuch as may have been returned from Ships or may have been longeſt in Store, ſending an account thereof to us, ſigned by yourſelf and one of the Phyſicians or Surgeons,

How to proceed when Medicines are wanted for immediate uſe.

and approved by the Governor. You are to demand from the Steward, by Note under your hand, approved by the Governor, ſufficient quantities of old Linen, in order that you may iſſue the ſame to the Medical Officers upon their demanding it from you for bandages, &c. or apply it for any other purpoſes in which it can be uſed with advantage, obſerving that you are never to iſſue new Linen to be uſed on any occaſion where old Linen will anſwer the ſame purpoſe.

Expenditure of Medicines to be ſworn to quarterly.
Appendix, No. 87.

10.]—You, together with your Mates, are, at the end of every quarter, or oftener if we require it, to make Oath before a magiſtrate, in the annexed form, that you have not in the time therein mentioned diſpenſed, iſſued, or uſed, or ſuffered to be diſpenſed, iſſued, or uſed, any Medicine, Drug, or Neceſſary, with which you have been entruſted, but according to the directions you had received for that purpoſe from the Phyſicians and Surgeons, or by the authority of the Governor for the uſe of His Majeſty's Ships, as hereinafter directed, excepting ſuch Medicines only as you may require for the uſe of your own family and ſervants; which Affidavit is to be delivered to the Governor, for being tranſmitted to this Office.

Appendix, No. 88.
Wine and Porter preſcribed to be entered in a ſeparate book.
Appendix, No. 89.
How to bring to account Iſſues of Wine, Porter and neceſſaries.
Monthly Abſtracts of Receipts and Iſſues to be made out.
Appendix, No. 90.

11].—You are to keep a Book, in the annexed form, in which you are daily to inſert from the Preſcription Tickets, immediately on their being received into the Diſpenſary, the name of every perſon for whom Wine and Porter may have been preſcribed, and the quantity ſo preſcribed, which you are every evening to add up in the ſaid Book, and tranſcribe the total into another Book, in the annexed form, in which you are alſo to enter an account of the Daily Iſſues of Sugar, Sago, Rice, Spices, and other Neceſſaries which may have been preſcribed by the Phyſicians and Surgeons, and likewiſe the quantities of Calico, Linen, Lint, Flannel, Truſſes, &c. demanded by Notes under their hands. At the end of each calendar month you are to caſt up this account, from which, and your account of the receipts of the above articles, you are to make out an Abſtract thereof, in the annexed form, and deliver the ſame to the Governor for being examined by him, and ſuch Medical Officers as he may think proper, and tranſmitted to this Office.

Account of Utenſils to be kept.
How to procure freſh Supplies, and diſpoſe of the unſerviceable.

12].—You are to enter in a Book, to be kept by you for that purpoſe, all Utenſils uſed in the ſhop, as well as ſuch articles as may be furniſhed by the Steward, for the uſe of the Diſpenſary, and to keep a particular account of the expenditure thereof, applying to the Governor, as occaſion may require, for a Survey to be taken on ſuch as may be conſidered unſerviceable, that, in caſe of their being condemned others may be ſupplied in lieu; and you are to deliver all ſuch as may be condemned to the Steward, for being ſold with other old Stores, taking his receipt for the ſame, as your Voucher for the expenditure thereof, on your Accounts being examined by the Governor.

Scale of proportions of Medicines, &c. to be iſſued to His Majeſty's Ships.
Appendix, No. 91.

13.]—You are, with the approbation of the Governor, to iſſue Medicines, Drugs, Neceſſaries, and Utenſils for the men of His Majeſty's Ships and Veſſels, agreeably to the proportions ſpecified in the annexed ſcale, or to ſuch other proportions as may be directed by us, to the Surgeons of the ſaid Ships and Veſſels, when they ſhall apply to you for thoſe articles, on firſt fitting out; and you are, from time to time, to complete the Ships to the eſtabliſhed proportions of Medicines, &c. on a Report of Survey, ſhewing the quantity of each article remaining on board, being produced, with the Governor's approval as your authority for ſupplying the ſame. In caſes wherein Ships may be ſuddenly ordered to Sea, and the before-mentioned Survey cannot be taken, you are to complete the Supplies of ſuch Ships on receiving Demands, ſpecifying the Remains, ſigned by the Captains and Surgeons, and approved by the Governor,

Appendix, No. 92.
Account of the Receipts and Iſſues of Medicines, &c. for Ships.
Iſſue of Stores to Ships at a diſtance.

You are to keep an account, in the annexed form, of the Receipts, Iſſues, and Remains of the aforeſaid Medicines &c. and at the end of every month to deliver to the Governor, to be tranſmitted to us, a Tranſcript thereof, accompanied by the Surgeons' Receipts as Vouchers for the iſſues therein mentioned; and, whenever you ſhall be directed to ſend articles of any deſcription to Ships not in Port, you are to take a Receipt for the ſame, expreſſing the names of the Ships for which they are intended, from the perſon into whoſe charge they may be delivered, to whom you are to deliver a ſeparate Liſt, in the uſual form, of the Stores or Medicines ſent to each Ship for being delivered to the Surgeon thereof. As it is directed that no Patient with a rupture only ſhall be received at the Hoſpital, you are, when required ſo to do

Truſſes to be ſupplied.

by a Demand from the Surgeon on Receiving Duty, to ſupply ſuch ruptured man with a proper Truſs, and take his Receipt on the foot of the ſaid Demand for the ſame, which is to be atteſted by the Medical Officer who conducted him to the Hoſpital. You are to fill up, in the Account laſt mentioned, the total number of Truſſes iſſued under the above circumſtances, and, as Vouchers thereto, tranſmit the ſeveral Receipts of the parties as before ſpecified; but ſuch Truſſes as may happen to be iſſued to any Patients in the Hoſpital, are to be accounted for in your Monthly Abſtract of the Receipts and Iſſues of Hoſpital Stores and Neceſſaries.

Report of Annual Survey on Medicines, Drugs, &c.
Appendix, No. 93.

14.]—A Survey will annually be taken, by ſuch Officers as may be appointed for that purpoſe, on all the Medicines, Drugs, Utenſils, Stores, and Neceſſaries remaining in your charge; you are therefore to afford thoſe Officers all the aſſiſtance in your power in taking the ſame, and in making out the Report thereof, in the annexed form, which, when ſigned by the Surveying Officers, is to be delivered by them to the Governor for being tranſmitted to us.

Private Practice forbidden.

15.]—You are to confine the Practice of your Profeſſion ſtrictly and excluſively to your Public Duty in the Hoſpital; and you are on no account to viſit, attend, or preſcribe for any Patient in or out of the Hoſpitel, except for yourſelf and family, if you ſhould be diſpoſed ſo to do, unleſs in caſes of ſudden or accidental emergency; nor are you to keep, or be in any way concerned in keeping a Shop for the ſale of Medicines, Drugs, or other articles.

Conduct of Diſpenſers' Mates.

16.]—Your Mates are to be conſtant in their attention to their Duty; and never to be abſent

abſent without the Governor's permiſſion, which is not to be aſked but by your conſent and when the Service will admit thereof; and you are to report to us, through the Governor, any neglect or impropriety which you may diſcover in their conduct, and alſo whenever it ſhall appear to you that the Service will admit of a reduction in the number of Mates, or other Aſſiſtants in the Diſpenſary. To report when the Mates, &c. can be reduced.

17.]—You will be furniſhed by the Steward with ſuch Printed Forms, Accounts, or Notes, as you may have occaſion to uſe, from time to time, on demanding the ſame by Note under your hand, approved by the Governor. You are to take every precaution to prevent any of ſuch Forms or Printed Paper being unneceſſarily expended, waſted, or appropriated to any other purpoſes than thoſe for which they are intended; and that, when uſed, they have all the columns properly and correctly filled up. Printed Forms.

18.]—You are not to have any extra allowance for Subſiſtence or Travelling, while employed on any Services within the limits of the Port; but in caſe you ſhould be ſent on Duty beyond thoſe limits, you will be allowed at the rate of ten ſhillings a day if employed afloat, and after the rate of fifteen ſhillings a day if travelling on ſhore, in addition to your actual carriage hire. Travelling Charges.

19.]—You are not, either directly or indirectly, to have any Intereſt or Concern whatever in any Proviſions, Stores, Medicines, Drugs, or Neceſſaries of any kind which may be purchaſed for the Service of Government, or in the purchaſe of any Stores, or other articles or effects, whether belonging to Government, or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in or to make any advantage of the Medicines, Drugs, Neceſſaries, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any perſon for you, to demand or receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon having any connexion, either as a Principal or an Agent, with any part of your Public Duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any Fee, Gratuity, or Reward whatever for the nomination or appointment of any Hoſpital Mate, Clerk, or other perſon to be employed in any capacity whatever in the Hoſpital. To this effect you are to take an Oath, in the preſcribed form, and give Bond in three times the amount of your Salary; and, in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Intereſt in Stores and Medicines forbidden. Fees, &c. forbidden. Oath and Bond to be entered into. Appendix, No. 1, 2.

20.]—The foregoing Inſtructions define your general Duty, ſo far as is conſidered neceſſary; for, in the concerns of your Office circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are, therefore, to obey with the utmoſt attention every Order which may be given to you by the Governor, or Lieutenants by his authority, excepting in Caſes that are purely medical; taking care that the Hoſpital Mates, and all other perſons employed under you, do ſtrictly perform the Duties aſſigned them, and that they be on no account employed in any buſineſs not appertaining to the Public Service; that the beſt economy be obſerved on all occaſions, and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed by the Governor for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital; reporting to him every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which it is expected that you ſet a good example, by conſtantly ſhewing an intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as you may, from time to time, in future receive; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the Public Service, to the utmoſt of your power. General Injunction for performance of Duty.

INSTRUCTIONS

For the Chaplains of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY The Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

YOU are to make the houſe or apartments allotted you at the Hoſpital your conſtant Reſidence, in order that you may at all times be in readineſs to execute the Duties of your Office; you are never to be abſent from your Duty or remain out of the Hoſpital during the night without permiſſion of the Governor, who has authority to grant occaſional leave of Abſence not exceeding four days. But ſhould you, on any occaſion, require to be longer abſent from your Duty than the Governor is authorized to allow, you are to make application to us, through him, for that purpoſe. And in caſe of your Abſence by leave, ſickneſs, or other cauſe, you Reſidence. Abſence. Subſtitute to be provided.

you are required to procure ſome perſon in holy orders, who ſhall be approved of by the Governor, to perform Duty for you during your Abſence.

Divine Service to be performed.

2.]—You are, according to the Liturgy of the eſtabliſhed Church of England, to perform Divine Service with due ſolemnity in the Chapel of the Hoſpital twice on every Sunday throughout the year; and alſo on Chriſtmas Day, Good Friday, and all days appointed for Public Faſts and Thankſgivings; and to preach a Sermon, both on the Morning and Afternoon, on Good Friday and on every Sunday from Lady Day to Michaelmas Day, and on all Faſts and Thankſgiving Days which ſhall occur within that period; but during the remainder of the year you are required to preach in the Morning only. The Service is regularly to commence at eleven o'clock in the Forenoon and three in the Afternoon. You are alſo to read Prayers in the Hoſpital Chapel on every day in Paſſion Week, on Eaſter Monday and Tueſday, Aſcenſion Day, and on Monday and Tueſday in Whitſun Week; and you are to adminiſter the Sacraments in the Chapel on Chriſtmas Day, Eaſter Sunday, and at leaſt on two other Sundays in each Year.

Diſcourſes to be adapted to the congregation.

3.]—You are to be careful to adapt your Diſcourſes and Inſtructions to the capacity of the generality of your congregations, in order that they may be intelligible to all who hear you.

Sick to be afforded Spiritual Comfort.

4.]—You are, on all occaſions, to give ſuch aſſiſtance and inſtructions in religious matters to the Patients as you may ſee neceſſary; and if at any time you obſerve any immorality of conduct in them, it is your Duty to endeavour to reclaim them by every perſuaſive argument in your power; and to ſuch as may be dangerouſly ill, and may deſire your attendance, you are to adminiſter every Spiritual Comfort; and you are likewiſe to extend this part of your Duty to the Officers and their families, and all other perſons belonging to the Hoſpital whenever you are called upon.

Burial Service to be performed over Corpſes.

5.]—You are to perform, with the uſual ſolemnity, the Burial Service over the Corpſes of all perſons who may die in the Hoſpital, or that may be ſent there to be buried.

To obey the Governor.

6.]—You are at all times to obey ſuch directions, reſpecting the Duties of your Station, as the Governor ſhall think proper to give; and it is expected that the ſobriety, regularity, and morality of your conduct will be ſuch as may in every reſpect become the character of a Clergyman, and the ſacred functions of your Office, and ſuch as may inſpire the Patients and others belonging to the Hoſpital with reverence for religion and moral rectitude.

General Injunction for the performance of Duty.

INSTRUCTIONS

For the Store Matrons of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY The Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

Reſidence.

YOU are to make the apartments allotted you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute the Duties of your Situation; and you are never to be abſent from your Duty, without permiſſion of the Governor.

Abſence.

To have charge of the Stores furniſhed by the Steward.

Care of them.

2.]—You will be furniſhed, by the Steward, with a ſufficient quantity of Linen and Clothing of every deſcription neceſſary for the uſe of the Patients in the Hoſpital, with an Account thereof entered in a Book by the Steward, which Book you are to keep in your poſſeſſion. You are to take charge of, and to be reſponſible for the due care and preſervation of the Stores contained therein, and to ſee that they are perfectly dry before they be ſtored away, and that they be aired, whenever it ſhall be neceſſary, to prevent mildew or other damage; and you are to be very careful that none be iſſued for the Service of the Wards, but what are in good condition and perfectly fit for uſe. When you may, from time to time, require a farther Supply of Stores for the current Service of the Hoſpital, you are to demand the ſame from the Steward by a Note under your hand, approved by the Governor; and, whenever you may have occaſion to return any Stores to the Steward, you are to do ſo alſo by a Note; and he is, in both caſes, immediately to regulate your Book accordingly, in order that it ſhall at all times correſpond with the charge kept againſt you in his Office.

How to demand Stores wanted,

and return thoſe done with.

Book or Account of Stores to be kept correct.

Furniture, &c. to be taken care of

and compared with the Inventory.

3.]—You will be furniſhed, by the Steward with an Inventory, of all the Bedding, Furniture, and Utenſils which may be iſſued for the uſe of any of the Waſhers, Sempſtreſſes, or others employed under you, or as Furniture to the Waſh-houſe, Store-room, or for any other Service in your Department. You are by every means in your power to prevent any of thoſe articles from being injured or loſt; and, as you are accountable to the Steward for the ſame, you are, once a week, to compare the ſeveral articles above mentioned with the Inventory thereof in your poſſeſſion.

Ward Matron to be ſupplied with Linen, &c.

Account of Iſſues to be kept.

Appendix, No. 94. Proceſs of exchanging foul Linen for clean.

4.]—You are to ſupply the Ward Matron with ſuch articles of Linen and Dreſſes as may, from time to time, be neceſſary for the uſe of the Wards, which will be demanded by her inſerting the quantity required in the Ward Linen and Clothes Book, in the preſcribed form, and ſigning her name thereto, as your authority for delivering the ſame; and you are to keep an Account of ſuch Iſſues to the reſpective Wards, in a Book, agreeably to the annexed form. The foul Linen and Dreſſes from each Ward, will be daily ſent to you, at ſuch time as ſhall be found convenient, with a correct Account thereof, inſerted

in

n the before-mentioned Ward Linen and Clothes Book, ſigned by the Ward Matron, for which you are immediately to exchange an equal quantity of clean Linen and Clothes of each ſort, and deliver the ſame to the Nurſe attending to receive it; the Ward Matron will alſo inſert in the ſaid Books the Linen and Clothes, belonging to the Patients, which ſhe may have ſent to the Waſh-houſe, which you are to cauſe to be waſhed and returned to the ſeveral Wards, demanding ſoap for that purpoſe accordingly; and you are to ſign the ſaid Book, as an acknowledgment of having received the foul Linen, and complied with the Ward Matron's demand by delivering clean in lieu, and ordering the Patients' Clothes to be waſhed; you are alſo to ſupply the Agent, from time to time, with ſuch Dreſſes, &c. as he may demand, for the purpoſe of clothing Patients received into the Hoſpital.

Foul Linen to be waſhed.

Hoſpital Dreſſes to be ſupplied on the Agents Demand.

5.]—You are not to have in your cuſtody any conſiderable quantity of Stores more than is ſufficient for the current Service, but return to the Steward ſuch Surplus Stores as, by the reduction of Patients from time to time, may not be required for preſent uſe; you are alſo occaſionally, when you ſhall have any quantity of Stores which you may conſider unſerviceable, to report the ſame to the Governor, that he may order the ſame to be ſurveyed by the Lieutenant, Agent, and Ward Matron, and, when condemned by ſuch Survey, they are to be returned to the Steward, in order to be re-iſſued for mending other articles, or otherwiſe diſpoſed of as the Governor ſhall direct; but you are not to cut up any article whatever before it ſhall have been regularly ſurveyed and condemned as aforeſaid.

Surplus Stores to be returned to the Steward.

Unſerviceable Stores to be reported to the Governor in order to be ſurveyed.

6.]—You are to regulate and ſuperintend the whole buſineſs of waſhing the Linen and Clothes returned from the ſeveral Wards, or which may be ſent to you by the Steward. You are to keep an account of all articles daily ſent to be waſhed, in the annexed form, containing the names of the waſhers and the quantity of each article given them to waſh reſpectively; ſpecifying the quantity of Soap to be ſupplied for the ſame, and, after calculating the whole quantity of Soap &c. required for the day, you are to furniſh the Overſeer of the Waſh-houſe with a demand for the ſame on the Steward, according to the annexed form, ſpecifying the quantity of Clothes to be waſhed and the number of waſhers to be employed thereon, and you are to ſign your name thereto as a Voucher to the Steward to iſſue the ſame. The Overſeer of the Waſh-houſe is to deliver to each waſher the proportion of Soap directed in the account of articles ſent to be waſhed, of which you are to give her a copy; and, as you will be anſwerable for any abuſe in the Waſhing Department, you are frequently to viſit the Waſh-houſe and inſpect the conduct of the Overſeer and all other perſons employed therein, to ſee that no waſte be made of Firing, Soap, or any other article.

Directions about waſhing the Linen.

Appendix, No. 95.

Soap, &c.

Appendix, No. 96.

7.]—You are to have the ſuperintendence of ſuch Sempſtreſſes as may be employed in mending the Linen and Clothing entruſted to your care, and in making or repairing the Furniture of Beds for Sick Officers, as well as of ſuch perſons as may be employed in picking hair; keeping an account of them and the Services on which they may be employed. When the Linen, &c. ſhall have been received from the Waſh-houſe, you are to cauſe the ſame to be carefully examined, and ſelect ſuch articles as may require mending, which you are without delay to put in hand for that purpoſe, and demand from the Steward by Note under your hand, according to the annexed form, ſuch old Linen, Thread, and other Materials as may be neceſſary on thoſe occaſions, obſerving that all works of the above deſcriptions be well performed, and that the Sempſtreſſes execute the proportions allotted them.

Sempſtreſſes to be ſuperintended.

Linen, &c. to be mended after waſhed.

Appendix, No. 97.

8.]—You are to keep a Liſt of all Waſhers, Sempſtreſſes, and others employed under your immediate ſuperintendence, to muſter them daily, and to report to the Governor and to the Agent the Names of any that may be abſent, or that may not duly perform the taſk required of them, in order that they may be puniſhed accordingly.

Liſt of Waſhers, &c. to be kept, and to report the negligent.

9.]—You are to make application to the Governor, from time to time, for the number of Waſherwomen, Sempſtreſſes, and others neceſſary to execute the before-mentioned Services, that he may give directions thereon; and you are, without fail, to inform him when at any time the number of Waſherwomen or Sempſtreſſes is more than may be abſolutely neceſſary to perform thoſe reſpective Services, in order that a reduction may take place accordingly.

Application to be made to the Governor for the proper number of Waſhers, &c.

10.]—You will be informed by the Ward Matron when any men ſhall have deſerted and carried off any part of the Hoſpital Clothing iſſued by you; and you are without delay to require the Steward to deduct the ſame from his Charge againſt you. But ſhould any of the Stores entruſted to your care be loſt or injured, through the miſconduct or neglect of any perſon employed under your ſuperintendence, you are immediately to report the ſame to the Governor, in order that ſuch ſtoppage may be made from the wages of the perſon ſo offending as he ſhall deem the caſe to require.

How to be relieved from the Charge of Clothing taken away by Deſerters.

Caution againſt Loſs of Stores, &c.

11.]—You are, on all occaſions, to obſerve the utmoſt vigilance and caution to prevent any accidents by Fire, or otherwiſe, in any part of the Hoſpital under your ſuperintendence, cauſing every place in which the Waſherwomen, Sempſtreſſes, or other perſons may have been employed, to be ſtrictly examined, to ſee that every Fire and Light be extinguiſhed, and that all is ſafe, previouſly to ſuch places being ſhut up.

Caution againſt Fire

12.]—You are, from time to time, when any of the people employed under your inſpection ſhall appear to you incapable, from age, infirmity, or other cauſe, of performing the work required of perſons in their Station, to repreſent the ſame without fail to the Governor.

Inefficient People.

13.]—You are not, either directly or indirectly, to have any Intereſt or Concern whatever in any Proviſions, Stores, Linen, Clothes, Medicines, or Neceſſaries which may be purchaſed for the Service of Government, or in the purchaſe of any Stores, or other articles or effects, whether belonging to Government, or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in or to make any advantage of the Soap, Medicines, Drugs, Neceſſaries, or Stores ſupplied for the uſe of the Patients, and others in the Hoſpital; nor are you, or any perſon for

Concern in Proviſions, &c. forbidden.

Fees, &c. forbidden.

for you, to demand or receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon having any connexion, either as a Principal or an Agent, with any part of your Public Duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any Fee, Gratuity, or Reward whatever for the nomination or appointment of any perſon, to be employed in any capacity whatever in the Hoſpital. To this effect you are to take an Oath, in the preſcribed form, and give Bond in three times the amount of your ſalary; and in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any capacity whatever.

Oath and Bond to be entered into.

Appendix, No. 1, 2.

General Injunction for performance of Duty.

14.]—In addition to the foregoing articles of Inſtructions, which contain only a general outline of your Duty, you are on all occaſions to obey, with the utmoſt diligence, every Order and Inſtruction which may be given to you by the Governor, the Lieutenants, or Steward; taking care that all perſons employed under you, do in like manner ſtrictly perform the Duties aſſigned them; that the beſt economy be obſerved on all occaſions; and uſing every means in your power to prevent embezzlement of Stores, or the ſmalleſt abuſe in any part of the Service with which you may be entruſted. You are alſo to aſſiſt, to the utmoſt of your ability, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed by the Governor for maintaining good order on the part of the Waſherwomen, Sempſtreſſes, and others; reporting to the Governor any difficulty or obſtruction which you may meet with in the performance of any part of your Duty, and every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed under you in the Hoſpital.

INSTRUCTIONS

For the Ward Matrons of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY The Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

Reſidence.

Abſence.

YOU are to make the apartments allotted you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to execute the Duties of your Situation; and you are never to be abſent from your Duty without permiſſion from the Governor.

What Stores to have charge of.

2.]—You are to conſider the Linen, Dreſſes, Stores, Utenſils, and Neceſſaries of every deſcription, iſſued for the uſe of each Ward, in your charge; and, as you will be reſponſible for the ſame, you are to keep regular accounts thereof, in the manner hereinafter directed, taking care that none of them be damaged, miſplaced, or removed to other Wards; and when any of the above articles, from accident or other cauſe, require to be exchanged, you are to demand Supplies, by a Note under your hand, from the Store Matron or the Steward, according as the Stores required may be in either of their poſſeſſions, obſerving that none will be delivered by the Steward without the demand being approved by the Governor, or, if he ſhould direct, by one of the Lieutenants. You are in like manner, when the whole or any part of the Furniture of the Ward may be no longer required, to return by a Note to the Store Matron or Steward, as the caſe may be, ſuch part thereof as the Governor may direct in ſuch caſes not to be retained in the Ward.

How to demand Stores wanted,

and return Stores done with.

Appendix, No. 98. Ward Book and Inventory of Stores to be kept.

3.]—You are to keep a Book, in the annexed form, for each Ward which you may be directed to prepare for the reception of Patients; on the firſt leaf of which is to be made an Inventory of the Linen and Dreſſes neceſſary for the uſe thereof, which is always to be double the quantity in uſe at one time, in order that a ſufficiency may be always at hand for ſhifting the Patients, as the caſe may require; you are to ſign this Inventory, which ſhall be conſidered as a demand on the Store Matron to ſupply the articles contained therein; theſe Stores, with the Books, are to be delivered to ſuch Nurſes in the ſeveral Wards as ſhall be directed to take charge of them, and who are to be anſwerable to you for the ſame; when any addition or reduction ſhall be made in theſe articles, you are to inſert the ſame in the ſpare columns formed for that purpoſe. You are daily to inſert in the proper columns of the before mentioned Books, the foul Linen and Clothes in each Ward, which are to be ſent at ſuch hour as may be fixed to the Store Matron, to be exchanged for clean articles of the ſame deſcription. You are alſo to inſert in theſe Books, ſuch dirty Linen and Clothes, belonging to the Patients, as you may have ſent to the Waſh-houſe, in order that the Store Matron may demand Soap, cauſe them to be waſhed, and returned to the Wards accordingly. You are always to ſign the Books in the proper columns, which will be the Store Matron's authority for delivering an equal quantity of clean Hoſpital Linen and Dreſſes, in lieu of the dirty articles received, and for demanding Soap as above-mentioned; and ſhe will ſign her name in the ſame columns, in teſtimony of her having done ſo; and you are to examine the clean articles when they are brought to the Wards, to ſee that the number be correct.

Nurſes of Wards to have charge of Stores.

Foul Linen to be inſerted in Ward Books.

Books to be ſigned.

To viſit the Wards daily, and take care that the Patients are kept clean.

4.]—You are to conſider it a very particular part of your Duty to viſit the Wards daily, to ſee that they are clean, and ventilated according to the directions of the Phyſicians or Surgeons,

Surgeons, and alſo that the perſons of the Patients be kept as clean and decent as circumſtances will admit; that their Sheets be changed once a fortnight and their Body Linen twice a week, or oftener if the Phyſicians or Surgeons ſhould ſee cauſe to direct, taking great care that all ſuch Linen be perfectly dry and well aired; you are alſo frequently to viſit the Wards of the Hoſpital which may be unoccupied, to ſee that they are clean, well ventilated, and in all reſpects fit to be furniſhed for the reception of Patients.

Change of Linen.

Unoccupied Wards to be viſited.

5.]—You are to take care that the making of the Patients' Beds be duly attended to; that the Mattreſſes be daily turned where the ſtate of the Patient will admit of it; that they have the number of Blankets eſtabliſhed or that from circumſtances may be required; that the Sacking of the Cradles, the Beds, Mattreſſes, Blankets, Coverlets, &c. be kept clean and in good order, ſending ſuch as may require it to the Steward for being exchanged.

Making of Patients Beds.

6.]—You are to ſuperintend moſt ſtrictly the conduct of the Nurſes employed in the ſeveral Wards, and ſee that they attend the Patients with the utmoſt aſſiduity and kindneſs, and that they on all occaſions behave themſelves with propriety. You are, under the direction of the Phyſicians and Surgeons, to allot to each of them the Services upon which they are to be employed, and to take care that they faithfully perform their ſeveral Duties. You are to keep a Liſt of their names, diſtinguiſhing in what Wards they may reſpectively be employed, and at leaſt once a day to muſter them, reporting to the Governor and alſo to the Agent the names of ſuch as may be abſent, or who ſhall in any manner neglect their Duty, in order that they may be checked or diſcharged, as the caſe may require. You are to caution the Nurſes not to be in any way concerned in or connive at the introducing Spirits, or other unauthorized articles, into the Hoſpital, or defrauding the Patients of their property or allowances; and that they take the utmoſt care that the Wine, Porter, &c. which may be preſcribed for any particular Patient, be not drunk by any other than the perſon for whom they were intended. You are alſo to enjoin them to be very careful to return to the Diſpenſary all Bottles, Phials, Gallypots, &c. &c. ſo ſoon as they ſhall be empty, and no longer required for the uſe of the Patients; acquainting the Nurſes that on proof of any abuſe in theſe reſpects, they will be immediately diſcharged, or otherwiſe puniſhed, as the caſe may deſerve; and you are to uſe your utmoſt vigilance to detect offences of the above nature.

Conduct of Nurſes to be overlooked.

Nurſes to be muſtered daily.

Spirits not to be admitted.

Wine, Porter, &c.

Bottles, &c. to be returned to the Diſpenſary.

7.]—You are not to allow any of the Nurſes to be employed in any matters not relating to the Public Duties of their reſpective Wards; and if at any time the number of Nurſes ſhould be greater than the Service requires, you are to inform the Governor thereof, that a reduction may take place accordingly.

Number of Nurſes to be reduced when they can be ſpared.

8.]—You are, every evening, carefully to examine the Wards, and alſo the Nurſes' Cabins, and not ſuffer any Stranger to remain therein without the Governor's permiſſion. You are, on being informed by the Medical Officers that any Patient requires being particularly attended during the night, to appoint ſuch Nurſes as may be proper for the occaſion, and regulate the manner in which they ſhall relieve each other in this Duty, uſing at all times the moſt effectual means in your power to preſerve regularity, and to prevent accident by fire or otherwiſe.

No Strangers to remain in the Wards.

9.]—You will be furniſhed by the Steward with an Inventory of the Stores, Utenſils, and Neceſſaries of every deſcription, iſſued as Furniture for each Ward, together with a duplicate thereof, which, with the Stores ſpecified therein, you will commit to the charge of the Nurſe appointed to receive them. And, as you are to be accountable for all ſuch articles, you are, at leaſt once in every fortnight, as well as upon the diſcharge or removal from the Ward of ſuch Nurſe, to examine all the articles ſo entruſted to her, noting any deficiency and the cauſe thereof, which you are immediately to report to the Governor, in order that, unleſs a ſatisfactory account of the articles miſſing be given, he may direct the value thereof to be deducted from the wages of the ſaid Nurſe; and you are to obſerve that none of the Nurſes will be allowed to quit the Hoſpital before the Stores in their charge have been examined by you and the Steward's Clerk, and receiving a Certificate, ſigned by both of you, that no articles belonging to the Public can be laid to their charge.

Charge of Stores.

Articles entruſted to Nurſes to be examined.

Value of articles, deficient to be deducted from Nurſes wages.

10.]—If any of the Patients ſhall have deſerted, and carried away any of the Hoſpital Clothing, &c. you are to inform the Steward and Store Matron thereof, by a Note under your hand, ſpecifying the man's name and the articles carried away; and you are on all occaſions to make ſtrict enquiry whether any of the Nurſes had been aiding the Patients in their eſcape, or acceſſary thereto; and, ſhould you find that to have been the caſe, you are to report the particulars to the Governor.

Steward and Store Matron to be informed when Patients have taken away the Hoſpital Clothing.

11.]—You are to direct the Nurſes, when any Patient ſhall die in the Hoſpital during the day time, to give you immediate notice thereof, upon which you are, without delay, to repair to the Ward, and, in the preſence of the Nurſes, and two of the Patients, to take an Account of ſuch articles as the perſon deceaſed may have left in the Ward; and, if any Patient ſhall die during the night, you are to require this information to be given you very early in the morning, when you are to proceed and take the Account as above directed; it is to be ſigned by you, and carried to the Agent, with the articles contained therein, and delivered to him in the preſence of a Lieutenant; you are alſo to furniſh the Agent with an account, under your hand, of the preciſe time of the Death of all Patients who may die in the Hoſpital as ſoon as you can after that event ſhall take place; and when the Corpſe ſhall have been removed, you are to cauſe the Bed, Bedding, Linen, and Clothes wherein it lay, to be immediately taken out of the Ward and returned to the Steward and Store Matron.

Deaths of Patients to be immediately made known.

Bedding, &c. to be returned when Patients die.

12.]—You are, from time to time, when any of the Nurſes employed under your ſuperintendence ſhall appear to you to be incapable, from age, infirmity, or other cauſe, of performing the work required of perſons in their ſtation, to repreſent the ſame without fail to the Governor.

Inefficient Nurſes to be reported.

Concern in Provisions &c. forbidden.

13.]—You are not, directly or indirectly, to have any Interest or Concern whatever in any Provisions, Stores, Clothes, Medicines, or Necessaries which may be purchased for the Service of Government, or in the purchase of any Stores or other Articles or Effects, whether belonging to Government or to the Patients who may have been in the Hospital, which may be sold by Government; nor are you, by any ways or means whatever, to be interested in or to make any advantage of the Medicines, Drugs, Necessaries, or Stores supplied for the use of the Patients and others in the Hospital; nor are you, or any person for you, to demand or

Fees, &c. forbidden.

receive, under any name, promise, or pretence whatever, any Perquisite, Fee, Gratuity, or Reward from any Contractor, Tradesman, or other person having any connection, either as a Principal or an Agent, with any part of your Public Duty, or having business to transact either at the Hospital or at this Office; nor are you, or any person in your behalf, to receive any Fee, Gratuity, or Reward whatever for the nomination or appointment of any person to be employed in any capacity whatever in the Hospital. To this effect you are to take an

Oath and Bond to be entered into. Appendix, No. 1, 2.

Oath, in the prescribed form, and give Bond in three times the amount of your salary; and, in case of default therein, you will be dismissed from your situation, and declared incapable of serving His Majesty in any capacity whatever.

General Injunction for the performance of Duty.

14.]—In addition to the foregoing articles of Instructions, which contain only your general Duty, you are, on all occasions, to obey with the utmost diligence every Order and Instruction which may be given to you by the Governor, Lieutenants, or any of the Physicians or Surgeons, taking care that all Persons employed under you do strictly perform the Duties assigned them; that the best Economy be observed on all occasions; and using every means in your power to prevent the smallest abuse in any part of the Service with which you may be entrusted; you are also to assist, to the utmost of your ability, in carrying into effect all the Regulations that now are, or may hereafter be, made by the Governor for maintaining good order on the part of the Patients and Nurses, and for the kind treatment, comfort, and speedy recovery of the Sick, reporting to the Governor any difficulty or obstruction which you may meet with in the performance of any part of your Duty, and every instance of misconduct or irregularity which you may discover in any person employed under you in the Hospital.

INSTRUCTIONS

For the Porters of the Royal Naval Hospitals at Portsmouth and Plymouth.

BY The Commissioners for conducting His Majesty's Transport Service, for taking care of Sick and Wounded Seamen, and for the care and custody of Prisoners of War.

1.

Residence.

Absence.

YOU are to have charge of the Gate of the Hospital, making the Lodge, or apartments allotted for you, your constant Residence, in order that you may be at all times in readiness to execute the Duties of your Station, and to obey all Orders you may receive from the Governor or Lieutenants; and you are never to be absent without the Governor's permission.

Who are and who are not to be allowed to pass the Gate, and under what Restrictions.

2.]—You are not, on any consideration, to suffer a Patient, whether Officer, Seaman, or Marine, to go out at the Gate without Orders from the Governor, or Lieutenant on Duty; nor are you to allow any workmen, labourers, nurses, or washerwomen, who reside in the Hospital, to go out without producing an Order under the hand of the Governor or Lieutenants, countersigned by the Agent, whereon you are to note the time of their going out and coming in, and, every ensuing morning, to deliver the same to the Governor; but such labourers and other servants, who do not reside in the Hospital, are to go out after the evening muster, under such Regulations as may be established by the Governor. The Officers of the Hospital, their families, and servants, are to pass the Gate, both by day and night, under such Regulations and Restrictions as the Governor may establish for that purpose, observing that all Officers and persons belonging to the Hospital, except the Governor, Lieutenants, Physicians, Surgeons, Agent, Steward, Dispenser, and Chaplain, are expected to return by ten o'clock at night, and you are to report to the Governor, the following morning, the names and times of return of all such of them as may have come in after that hour; you are to permit the Officer of the Guard, the Non-commissioned Officers, and Centinels to pass and repass the Gate, both by day and night, agreeably to such directions as you may receive from the Governor on that subject.

Spirits, &c. not to be admitted.

3.]—You are not to suffer any Spirituous Liquors, Wine, or Beer of any kind to be carried into the Hospital for sale, on any account whatever; and you are to be very particular in searching all persons who may in the smallest degree be suspected of carrying such, or any other improper articles, into the Hospital, always reporting to the Governor, or Lieutenant on Duty, the names of such persons as may be detected in attempting it; all Carts, Parcels,

Parcels, &c. to be examined.

Bags, Bundles, and Luggage of every kind, are also to be carefully searched by you, on their passing the Gate, in and out of the Hospital, as far as it is practicable without inconvenience to the Service, except such as may be going to or from the Officers' Houses; and you are to take particular care that no article, however trifling, belonging to the Public, or to the Patients, be carried out under any pretence whatever, without authority from the Governor, or Lieutenant on Duty; and if, upon viewing any Packages or Parcels, you

shall

ſhall have ſuſpicion that their contents do not correſpond with the Permit or Statement of their contents, you are to examine them, and in caſe you ſhould diſcover any deception, you are to ſtop ſuch Packages, &c. and alſo the perſons attempting to carry them out, until the circumſtance ſhall have been inveſtigated by the Governor, and his directions given thereon.

Strangers not to be admitted.

5.]—You are never to admit a Stranger to viſit the Hoſpital, or for the purpoſe of ſeeing the Patients, except Officers in their uniform, without the ſanction of the Lieutenant on Duty, always obſerving moſt ſtrictly ſuch Regulations and Directions as you may receive from the Governor or Lieutenant on this ſubject; and ſhould any ſuſpicious or unknown perſon preſent himſelf for admittance, to ſee any of the Officers, on buſineſs or otherwiſe, a confidential perſon is to attend him from the Gate to the Officers' Houſe, and prevent his going into the interior of the Hoſpital. You are to take particular notice that no perſon, who has been diſcharged for miſconduct, is ever to be admitted again into the Hoſpital.

Caution.

Perſons diſcharged for miſconduct not to be admitted.

Workmen, &c. not to be admitted after the general muſter without authority.

5.]—You are not to ſuffer any Workman, Labourer, Waſherwoman, or other perſon employed by the day, in the Hoſpital, to come in after the general muſter in the morning ſhall have been finiſhed, without directions from the Lieutenant on Duty, and noticing the preciſe time of ſuch perſons coming into the Hoſpital, which you are to lay before the Governor the following morning, that ſuch ſtoppage may be made from his or her wages as the caſe may require.

Receipt of Patients.

6.]—When Patients are received into the Hoſpital, you are to be very attentive, and give every aſſiſtance in your power, to enforce all the preſcribed Regulations with reſpect to the receipt of their effects; but you are not, without the directions of the Lieutenant on Duty, to allow any of the Boats' Crews, on ſuch occaſions, to come within the Gate.

Diſcharge of Patients.

7.]—When men are diſcharged you are not to permit them to go out of the Gate until the Officers ſhall be ready to attend them to the Boats, and you ſhall be directed by the Lieutenant of the Hoſpital on Duty to allow them to paſs. You are to be very watchful, on thoſe occaſions, that none go out but ſuch as ſhall actually be diſcharged.

Caution againſt deſertion of Patients.

8.]—You are conſtantly to uſe your utmoſt diligence to prevent the Deſertion of any of the Patients; and you are not to ſuffer any pedlars, publicans, ſlop ſellers, or bumboat people, beggars, children, or idle perſons of any deſcription, to be hovering near the Gate of the Hoſpital, or to have any communication whatever with the Patients.

To gain a knowledge of the perſons of thoſe who are employed in the Hoſpital.

9.]—You are to make yourſelf acquainted with the perſons of all the Artificers, Labourers, Nurſes, Waſherwomen, and others, employed in the Hoſpital, in order that you may be able to prevent, as far as may be practicable, any ſtranger or improper perſon from entering, and to detect any of the Patients who may attempt to go out of the Hoſpital diſguiſed as any of thoſe perſons.

Doors of Hoſpital to be locked,

and Hoſpital viſited.

10.]—You are, every evening, after the hour preſcribed for the Patients retiring to their reſpective Wards, to lock all the external Doors of the Hoſpital. You are then to walk all round within-ſide the boundary walls thereof, and to inſpect every place in which men might be concealed with a view to make their eſcape in the night, carefully obſerving whether there be any holes or contrivances of any kind made for aſſiſting men in getting over the wall, or in any way making their eſcape, or for the purpoſe of introducing ſpirituous liquors or other improper articles into the Hoſpital, which you are to endeavour to prevent by every means in your power.

To attend at the Gate when people leave the Hoſpital.

11.]—When the Artificers, Labourers, or others, on leaving work in the evening, are going out at the Gate, you are moſt carefully to obſerve them, and to prevent to the utmoſt of your power any thing, however trifling, the property of Government or of the Patients, from being carried away; and, if any perſons ſhould be ſuſpected of having any article concealed about them, you are to ſearch them, and to detain all ſuch on whom any thing improper ſhould be found until the Governor's directions be obtained on the occaſion.

Concern in Proviſions &c. forbidden.

12.]—You are not, either directly or indirectly, to have any Intereſt or Concern whatever in any Proviſions, Stores, Clothes, Medicines, or Neceſſaries which may be purchaſed for the Service of Government, or in the purchaſe of any Stores, or other Articles or Effects belonging to Government, or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in or make any advantage of the Medicines, Drugs, Neceſſaries, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any perſon for you, to demand or receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon having any connexion, either as a Principal or an Agent, with any part of your Public Duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any Fee, Gratuity, or Reward whatever, for the nomination or appointment of any perſon to be employed in any capacity whatever in the Hoſpital. To this effect you, as well as every other Officer and Clerk in the Hoſpital, are to take an Oath, in the preſcribed form, and give Bond in three times the amount of your ſalary; and, in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Fees, &c. forbidden.

Oath and Bond to be entered into.

Appendix, No. 1, 2.

General injunction for the performance of Duty.

13.]—In addition to the foregoing Articles of Inſtructions, which contain only a general outline of your Duty, you are on all occaſions to obey, with the utmoſt diligence, every Order and Inſtruction which may be given to you by the Governor or Lieutenants, relative to the Duties of your ſtation, always behaving with proper attention and reſpect to all Officers belonging to the Hoſpital, and to ſuch as may viſit it on Duty, or otherwiſe; ſtrictly obſerving the conduct of ſuch of the Centinels as may be placed near the Gate, and uſing every means in your power to prevent the ſmalleſt abuſe in any part of the Service with which you may be entruſted. You are alſo to aſſiſt, to the utmoſt of your ability, in carrying into effect

all the Regulations that now are, or may hereafter be, made by the Governor for preventing deſertion among the Patients, the introduction of articles of an improper nature into the Hoſpital, and embezzlement of property belonging either thereto or to the Patients; reporting to the Governor any difficulty or obſtruction which you may meet with in the performance of any part of your Duty, and every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed in the Hoſpital, or any Centinel on Duty thereat.

INSTRUCTIONS

For the Overſeers of Labourers of the Royal Naval Hoſpitals at Portſmouth and Plymouth.

BY The Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

Reſidence.

YOU are to make the cabin or apartment allotted you in the Hoſpital your conſtant Reſidence, in order that you may be at all times in readineſs to receive and execute all Orders relating to the Duties of your Situation; and you are never to be abſent from your Duty without permiſſion of the Governor.

Abſence.

To ſuperintend the Workmen, and attend the muſtering of them.

2.]—You are to ſuperintend and be reſponſible for the good conduct of the Labourers and Working People of every deſcription belonging to the Hoſpital, or employed by the day therein; and you are to be conſtantly preſent at the muſtering of them on their coming to and leaving off work; you are to take care that no man anſwers for another, in order that the Muſtering Clerk, by ſuch impoſition, may not mark any as muſtered excepting ſuch as ſhall actually be preſent and do their Duty.

To ſet the men to work, and muſter them occaſionally at work.

3.]—When the Labourers and others ſhall have been muſtered in the morning, you are to be very attentive in ſetting them immediately to work on the different Services allotted them; and you are to keep a Liſt of their names, that you may muſter the different parties yourſelf occaſionally, whilſt at work, or when you may ſuſpect any of them to be abſent, as you are to be anſwerable for keeping them conſtantly employed, and for ſeeing that they perform their work in a proper manner, and with all poſſible expedition and economy; allowing no man to be employed in the private ſervice of any Officer or other perſon, or in any matters not relating to the Public Duties of the Hoſpital; faithfully reporting to the Governor and Agent any abuſe in theſe reſpects, or any Idleneſs or Miſconduct which you may diſcover in any of the people under your care. You are alſo to report to the Governor whenever the number of Labourers and others, employed under your ſuperintendence in the Hoſpital, is more than, in your judgment, may be ſufficient for the Public Service thereof, or when any of them ſhall, from age, infirmity, or other cauſe, appear to you to be incapable of performing the work expected of perſons in their ſituation.

Miſconduct to be reported.

No more perſons to be employed than neceſſary.

Inefficient workmen.

To attend at the Gate when the people leave the Yard.

4.]—You are to attend at the Gate when the working people go out of the Hoſpital, in order to prevent any article, however trifling, the property of Government, from being carried away; ſearching all perſons who may be ſuſpected of having any article concealed about them, and requiring the Porter to detain ſuch as ſhall be detected of that offence, reporting to the Governor the particulars of the caſe, for his directions thereon.

Premiſes to be kept clean and in order.

5.]—You are to take care that the Drains, Neceſſaries, Staircaſes, Colonades, Gravel Walks, and all parts of the Airing Ground, be kept in good repair, and perfectly clean; that every thing offenſive either to the ſmell or ſight be removed; and that all things entruſted to your inſpection be conſtantly in good order, making ſuch reports to the Governor or the Lieutenants on Duty, or other Officers concerned, as you may from time to time ſee neceſſary.

Bedding, &c. to be aired.

6.]—You are, agreeably to ſuch directions as you may receive on the ſubject from the Agent, to ſuperintend the airing and purifying of Bedding and Clothes of every deſcription, belonging to the Hoſpital, or to any of the Patients therein, and to ſee it moſt carefully done by the Labourers who may be ordered to perform that Service; and you are on this, as well as on all other occaſions, when any of the Labourers or other perſons may be employed in any Duty where either Fires or Lights be required, to uſe every precaution in your power to prevent accidents therefrom, carefully examining every place in which they may be ſo employed, to ſee that the Lights be extinguiſhed, and that all is ſafe, previouſly to their being ſhut up.

Caution againſt accidents by Fire.

Furniture, &c. ſupplied for the Labourers to be taken care of.

7.]—You will be furniſhed by the Steward with an Inventory of all the Bedding, Furniture, and Utenſils iſſued for the uſe of the Labourers; and you are, by every means in your power, to prevent any of thoſe articles from being injured or loſt; and, as you are accountable for the ſame, you are, once a week, to compare the ſeveral articles in the Labourers Hall, &c. with the Inventory thereof in your poſſeſſion.

Concern in Proviſions, &c. forbidden.

8.]—You are not, either directly or indirectly, to have any Intereſt or Concern whatever in any Proviſions, Stores, Clothes, Medicines, or Neceſſaries which may be purchaſed for the Service of Government, or in the purchaſe of any Stores or other Articles or Effects, whether belonging to Government or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be

intereſted

Intereſted in or to make any advantage of the Medicines or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any other perſon for you, to demand or receive, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward from any Contractor, Tradeſman, or other perſon having any connexion, either as a Principal or an Agent, with any part of your Public Duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any Fee, Gratuity, or Reward, for the nomination or appointment of any Clerk or other perſon, to be employed in any capacity whatever in the Hoſpital. To this effect, you are to take an Oath, in the preſcribed form, and give Bond in three times the amount of your Salary; and, in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Fees, &c. forbidden.

Oath and Bond to be entered into. Appendix, No. 1, 2.

9.]—In addition to the foregoing Articles of Inſtructions, which contain only a general outline of your Duty, you are on all occaſions to obey, with the utmoſt diligence, every Order and Inſtruction which may be given to you by the Governor, the Lieutenants, or any other Officer your ſuperior; thereby ſetting an example of obedience and attention to all thoſe whoſe conduct you are to ſuperintend, taking care that they do ſtrictly perform the Duties aſſigned them; that the beſt economy be obſerved on all occaſions; and uſing every means in your power to prevent the ſmalleſt abuſe in any part of the Service with which you may be entruſted; you are alſo to aſſiſt, to the utmoſt of your ability, in carrying into effect all the Regulations that now are, or may hereafter be, made by the Governor for maintaining good order and diſcipline on the part of the Patients, Nurſes, Servants, and people of all deſcriptions within the walls of the Hoſpital, and for the confinement or puniſhment of any refractory or miſchievous perſon; reporting to the Governor any difficulty or obſtruction which you may meet with in the performance of any part of your Duty, and alſo making known to him every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed under you in the Hoſpital.

General injunction for the performance of Duty.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS. (L. S.)
WM DOMETT, (L. S.)
AMBROSE SERLE, (L. S.)

Office of Naval Reviſion,
26th February 1807.

A Copy.
John T. Briggs,
Secretary.

THE

SEVENTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs

of

HIS MAJESTY'S NAVY.

(Dated 26th February 1807.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

1803

THE

NINTH REPORT

OF THE

COMMISSIONERS

FOR

Revising and Digesting the Civil Affairs of His Majesty's Navy.

(Dated 25th June 1807.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

To the KING's Most Excellent MAJESTY.

The NINTH REPORT of The Commissioners appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of His MAJESTY's Naval Service; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into Their particular Conſideration all ſuch Suggeſtions as have been made by the different Boards of Enquiry and Select Committee on Finance, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service; and to conſider and deviſe the beſt means of carrying the ſame into execution, in the moſt convenient and expeditious Manner; and to report on all the Matters aforeſaid from time to time as They ſhall ſee occaſion.

TRANSPORT OFFICE.

Inſtitution of the Tranſport Office in 1794.

Omitted to be reported on by the Commiſſioners of Naval Enquiry.

AS the Tranſport Office was not inſtituted until the year 1794, it could not of courſe become the ſubject of Inveſtigation with the Commiſſioners of Enquiry, who were appointed in 1785; nor did the Commiſſioners of Naval Enquiry, who were inſtituted in 1803, make any Report upon this Department of the Naval Service.

How the Buſineſs relating to Tranſports has been conducted, from the earlieſt Periods.

Under theſe circumſtances, we judged it right to learn, as far as we could, the manner in which the Buſineſs relating to Tranſports had been conducted from the earlieſt period of our Hiſtory, that the Records in Office would enable us to aſcertain, down to the preſent time.

1689.

In conſequence of the Invaſion of Ireland by the French in the year 1689, accompanied by King James the Second, and of the Rebellion which enſued when he was proclaimed at Dublin Caſtle on the 8th of May in that year, it became neceſſary for Government to paſs over large Bodies of Troops from ſeveral Ports in this kingdom, with the leaſt poſſible delay.

1689.

Accordingly, an Order in Council was iſſued on the 19th of June following, directing that the Navy Board ſhould be inſtructed to provide ſufficient Tonnage and Proviſions for the Tranſportation of the Army; detachments of which were appointed to embark at Moſtyn, Cheſter, Liverpool, and other places.

The Navy Board, on receipt of this Order, informed the Admiralty, that they had given the neceſſary directions to the Victualling Board, for the requiſite Proviſions, but that "the Shipping being to be provided ſo remote from London, and in places "where they had no Officers, Agents, or Correſpondents, it would be difficult, if not "altogether impoſſible, for them to get ready at the Ports appointed, within the time "limited for the Embarkation of the Army, ſuch a number of Veſſels as would be "needful for their Embarkation, and the many Services of the Royal Navy in that "time of War, which came properly under their care, and ſo very preſſing, that none

"of

" of the Members of the Board could be ſpared from the work in London, to inſpect " the hiring and making ready the Ships demanded; inſomuch that the only way they " could think of would be, their ſending away preſently three or four of the Purveyors, or Officers, from ſome of the Yards, to attend the ſame, who alſo could be very " ill ſpared from their Duty at the juncture: and that, if it were thought fitting that " ſome of theſe ſhould be ſent to take care thereof, it would be neceſſary, for enabling " them effectually to perform the ſame, that they ſhould have authority to impreſs " ſuch Veſſels as they might find proper for the work, in caſe they could not be had " otherwiſe upon reaſonable Terms, as alſo to impreſs Seamen for manning the ſaid " Veſſels, if there ſhould be occaſion."

In conſequence of this Repreſentation, the Navy Board were directed by the Admiralty to carry their propoſal into immediate execution; and the Aſſiſtant Surveyor, and a Purveyor from the Navy Office, were appointed for that Service, together with three Captains of the Royal Navy, under the ſanction of the Privy Council.

The Army, for which theſe Orders were given, was ſtated to be Twenty-three thouſand, Five hundred, and Twenty-eight Men, and Four thouſand, Three hundred, and Eighty-four Horſes; and the Veſſels taken up at the ſeveral Ports for their conveyance amounted to Nineteen thouſand, Three hundred, and Eight Tons.

The terms of Hire were generally at the rate of from Eleven Shillings to Twelve Shillings, Thirteen Shillings, and Fourteen Shillings per Ton per calendar Month.

Owing to various delays and obſtructions, ariſing principally from the want of the neceſſary Stores, through the negligence of the Commiſſary Shales, to whom (when the cauſe of thoſe delays was inveſtigated by the Houſe of Commons) was imputed not only remiſſneſs, but diſaffection to the Service, the firſt detachments of the Army, under the command of the Duke of Schomberg, did not ſail from Liverpool till the 12th of Auguſt 1689; and it appears, from the Correſpondence detailed in the Books of the Office, that a great variety of difficulties in the taking up, fitting, proviſioning, and arranging of the Veſſels for the Army, Victualling and Ordnance Stores, occurred in this Service; ſo as to render it neceſſary, that an Order in Council ſhould be iſſued on the ſucceeding 26th of February, appointing a Commiſſion, conſiſting of Eight Members, with a Salary of Four hundred Pounds per annum each, to execute the Service of providing Ships and Neceſſaries for the Tranſportation of the Army to Ireland.

Journals of Houſe of Commons, 14 November 1691.

1690.

Sir Peter Riche, Captain Greenhill, Captain Atkinſon, Captain Akerman, Mr. John Carpenter, Mr. Robert Henley, Mr. Payle, and Captain John Nichells.

Theſe Gentlemen appear to have tranſacted their buſineſs at the Trinity Houſe, for a ſhort time, and afterwards at an Office appropriated to their own uſe, and to have accompliſhed the purpoſe of their Commiſſion with much credit to themſelves, and advantage to the State.

Many references were made by the Privy Council and the Lords of the Treaſury to this new Tranſport Board, reſpecting Claims of Ship-Owners for Tranſportation of Perſons and Stores, formerly, to and from Holland, Hamburgh, and other parts of the Continent, as well as Ireland, on which they appear to have reported with great care and accuracy, and to have ſaved the Public conſiderable ſums of money, both in reſiſting improper demands, and in fairly ſtating others, which, from their intricacy, required much minute inveſtigation.

It appears alſo, from the Books of the Office, that many other Embarkations of Troops and Stores were made to various parts on the Continent, and to the Weſt Indies, as well as to and from Ireland, under the conduct of thoſe Commiſſioners.

About the beginning of the Reign of Queen Anne, the Tranſport Board appears to have been reduced to three Members.

The Buſineſs of the Tranſport Board had, from its firſt Inſtitution, been tranſacted under authority of Orders in Council, and under the ſpecial directions of the Lords of the Treaſury; but by a Commiſſion under the Great Seal, bearing date on the 25th of July 1710, the three Commiſſioners, who belonged to that Board, were confirmed in their appointments.

Under this form the Tranſport Service was carried on until the 25th of March 1724, when the Office was diſcontinued.

A time of profound peace had for ſome years taken place, and from the exiſting alliances and other circumſtances, no war was reaſonably to be expected, nor indeed did happen for many years afterwards.

The Buſineſs of engaging Tranſports then devolved upon the Navy Board for Troops, and for a great variety of Stores for the Army and Navy; upon the Victualling Board for ſuch Tranſports as were neceſſary to convey ſupplies of Proviſions to His Majeſty's Fleet; and upon the Ordnance Office for Ships neceſſary for the Service of that Department.

The

The mode of performing this Service, under the direction of the Navy Board, when regular Tranſports were taken up (that is, Veſſels hired at a certain rate per ton per month), appears to have been very dilatory, expenſive, and injurious to the other Services carrying on in the Dock Yards.

How Tranſports were hired when that buſineſs was executed by the Navy Board.

Appendix. No. 2. Commiſſioners of 1788.

6th Report, page 303.

The courſe of proceeding was this:—In conſequence of the Order ſent down from the Navy Board to their Agent at Deptford, acting for the Tranſport Service, and to the Dock Yard Officers at the ſame place, the Maſter Attendant and the Clerk of the Survey in one boat, the Builder's Aſſiſtants in another, and the Foreman afloat with the Agent in the third, examined the Ship or Veſſel tendered.

If, upon this firſt Inſpection, ſhe was found fit for the Service, the Maſter was directed to put her into dock, or upon the ways, that her bottom might then be inſpected, and her dimenſions taken.

When ſhe was ready for the ſecond examination, the ſame Officers and Agent were again employed on this Service; and, upon approval, the Maſter was ordered to take his Proviſions and Stores on board, and proceed to Deptford.

Upon the Ship's arrival at Deptford, the ſame perſons, with the addition of the Maſter Maſtmaker, Foreman of the Riggers, the Clerk of the Survey's Clerk, the Maſter Sailmaker and ſome of his people, the Maſter Joiner for marking out the Cabins, and the Clerk of the Check for muſtering the Crew, formed the third viſitation.

After a calculation of the value of the Ship and Stores had been made in the Clerk of the Survey's Office, ſhe was reported to the Navy Board as ready to enter into pay at a certain date, and delivered into the charge of the Agent, to fit out and to haſten her departure for the Service appointed, or for the reception of the intended cargo.

Theſe Duties generally required a week for their performance, even if the tides were favourable, but, in the caſe of the intervention of neap tides, they occupied very often a much longer time.

Great inconveniences.

Duties of the Yard neglected.

6th Report, p. 305.

Thus a great part of the time of nearly the whole of the Officers of the Dock Yard at Deptford was employed on this Service, "when," as juſtly obſerved by the Commiſſioners of Enquiry in 1788, "their preſence in the Yard was eſſential for the "performance of the ſpecial Duties of their ſtations."

Officers employed upwards of 200 days a year on this Service.

Extra Expence to the Public.

The number of days employed on this particular Service has, we have been informed, even exceeded two hundred in the courſe of a year. The extra Wages which were allowed on theſe occaſions to the Officers of the Yard, occaſioned alſo a conſiderable additional Expence to the Public.

Mode adopted by the Victualling and Ordnance Boards.

Tranſports engaged according to the quantity of Stores laden, liable to abuſes.

8th Report, page 578.

The mode of taking up Tranſports by the Victualling and Ordnance Boards was not, as by the Navy Board, according to the meaſured tonnage of the Ship, but according to the quantity of Stores put on board, which method opened a door to a variety of abuſes, noticed by the Commiſſioners of 1788.

The Hoytaker at Deptford for the Victualling, and the Inſpector of Shipping for the Ordnance Department, were the only checks for the tonnage of the Stores laden, and it depended upon the integrity of theſe perſons to report the quantity for which the Public were to pay. Strong ſuſpicions were thrown out by thoſe Commiſſioners, that the nature of the Report too often depended upon the Fees:—Certainly, a door was opened for very great temptations to the perſons entruſted with the execution of this Service, without a ſufficient controul; and of this the Victualling Board became ſo ſenſible, that, at their ſuggeſtion, in 1793, the ſalary of the Hoytaker at Deptford was encreaſed from ſixty pounds a year to two hundred pounds, upon the expreſs abolition of all future Fees.

Fees received.

Victualling Board aware of the great Temptations.

Admiralty Order, 16th May 1793.

3ad Report of Committee on Finance, page 96.

For the tranſportation of Troops and Baggage coaſtwiſe, the requiſite Ships were uſually engaged under the direction of the Colonels of the reſpective corps.

Colonels engaged Tranſports for conveying Troops coaſtwiſe.

The extraordinary expence and other diſadvantages which muſt have occurred by this management, through the incompetency of perſons not well, or not at all acquainted with Shipping and Naval Affairs, even without impeachment of their integrity, muſt be obvious to thoſe who, with a thorough knowledge of the ſubject, muſt find great difficulty to prevent undue claims, charges, and irregularities.

Bad conſequences of thoſe modes of hiring Tranſports.

Abuſes pointed out by the Commiſſioners of 1788.

5th Report, page 190.

The above inconveniences and abuſes, which had generally ariſen from the ſeveral Boards and Offices taking up Tranſports for themſelves in different modes, or by ſingle perſons acting under their authority, did not eſcape the attention of the Commiſſioners of 1788;—they juſtly ſtate, "that the practice of purchaſing or hiring "Ships and Veſſels, when required for the Public Service, by different Boards, had "been found by experience very inconvenient and detrimental;—the performance of "this Service altogether by the Navy Board would, in their opinion, be for the Public "benefit;—the profeſſional knowledge of the Members of that Board would pre-"vent purchaſe or hire of improper Veſſels; and the competition being removed,

" the tonnage wanted would be obtained at a fair and reaſonable rate; whereas, by " ſeveral Boards bidding againſt each other, the price will be raiſed, and Veſſels unfit
8th Report, page 575. " for the Service frequently engaged;" and again, in another Report, they obſerve,
" that when the late Hoytaker was in office they found that many Tranſports were
* Victualling Board. " hired by the * Board, which belonged to himſelf and to other perſons in Your
" Majeſty's Victualling Service."

8th Report, page 578. They further add;—" in our Examination into the Duty of the Hoytaker, we were " led to review the whole of the Tranſport Service during the laſt war, and we were " particularly induced to the ſtrict inveſtigation of this ſubject, by the abuſes which " appeared to have exiſted, with reſpect to Tranſports employed under the Board of " Victualling; and likewiſe by the extravagant Fees which the Commiſſioners for " ſtating the Public Accounts, in their Twelfth Report, ſtate to have been paid with " reſpect to Tranſports employed by the Board of Ordnance. The modes in which " the ſeveral Boards contract for Tranſports are various; under the Commiſſioners " of the Navy meaſurement is the criterion; and under the Board of Victualling a " calculation is made of the certain quantity of Proviſions or Stores to the ton; the " contract price, according to the latter method, is nominally lower, but by no " means cheaper; that circumſtance however is trivial, if compared with the great " detriment and loſs which the Public ſuſtain by exciting a competition againſt them- " ſelves, whereby individuals obtain ultimately their own terms and prices; and " which they could not poſſibly accompliſh, if the whole of the Tranſports required " for Your Majeſty's Service were to be hired excluſively by one Board."

Cauſes of the appointment of the Tranſport Board in 1794.

Theſe conſiderations appear to have induced Your Majeſty's Miniſters, in 1794, to recommend that the management of the Tranſport Service ſhould be carried on by one Board, but as the Navy Board, which the Commiſſioners of 1788 had pointed out as the moſt proper to execute this Service, on account of there being Sea Officers in the Commiſſion, had become oppreſſed with the magnitude of their various Duties, ariſing from the very extended and encreaſing ſcale of Your Majeſty's Navy, and as there were other Duties under the direction of the Lords Commiſſioners of the Treaſury, for the due performance of which no particular arrangement had as yet been made, it was thought proper to renew the Eſtabliſhment of a diſtinct and ſpecial Board for conducting the whole of thoſe Services, and accordingly, by Your Majeſty's Order in Council, dated the 4th of July 1794, the Tranſport Board was conſtituted, conſiſting at that time of three Members—two Sea Officers and one Civilian.

Appendix, No. 1. Order in Council of 4th July 1794, appointing three Members.

Care of Priſoners in Health, transferred to the Tranſport Board in 1796.

In January 1796, the buſineſs relating to the care and cuſtody of Priſoners of War in Health, was transferred from the Commiſſioners for Sick and Wounded Seamen to the Tranſport Board, with the additional aſſiſtance of two Members, one of whom was a Sea Officer, and the other a Civil Commiſſioner, and a Commiſſion was accordingly inſtituted under the Great Seal, conſiſting of Five Members.

Two additional Members appointed.

Buſineſs of Sick and Wounded Board transferred to the Tranſport Board in 1806,

with one additional Member.

In February 1806, the whole of the buſineſs of the Sick and Wounded Board, which had before been managed by three Commiſſioners, two of whom were Phyſicians, was alſo annexed, by a new Commiſſion from Your Majeſty, under the Great Seal, to the Tranſport Board, adding to the five Members, already appointed, the ſenior Phyſician of the late Sick and Wounded Office, who was Chairman of the Board, for their Aſſiſtance in the Medical Department.

Reaſons poſtponed.

The circumſtances and reaſons which led to the junction of theſe two Offices will be ſtated more in detail, when we come to ſpeak of that branch of the Tranſport Office which relates to the Sick and Wounded Seamen.

Board now compoſed of a Chairman and five other Commiſſioners.

The Board, according to its preſent conſtitution, thus conſiſts of ſix Members; viz.

The Chairman, who is a Sea Officer,
Two Civil Commiſſioners,
Two other Sea Officers,
One Phyſician,

Buſineſs committed to their direction.

and has the care and charge of three branches of Service; viz.

Branch relating to the Tranſport Service,
- - - for Sick and Wounded Seamen,
- - - for Priſoners of War,

which, though in ſome meaſure diſtinct, appear in many caſes to have much relation and connexion with each other, and from this union much greater facility and preciſion in the diſpatch and execution of their common buſineſs are derived, than when conducted by different Boards, who could not act with the ſame immediate information and concurrence.

The Board, acting together at one table, all the buſineſs is generally diſpatched by common counſel and conſent; but, when profeſſional knowledge is required, a reference is made to one or two Members, conſidered the moſt competent to inveſtigate and to form a judgment upon the particular ſubjects that occur, whoſe opinion, with the reaſons on which it is grounded, is finally ſubmitted to the deciſion of the Board. The initials of the Members preſent are then affixed to the Reſolution, and the neceſſary orders are given, either for the execution of Service, or adjuſtment of Accounts. Duties of the Board.

As far as it is neceſſary to detail, the following Statement contains the more particular Duties of the ſeveral Members:

The Chairman's ſpecial Duties conſiſt in preſiding over and ſuperintending the whole Office, and its various concerns; in attending the Treaſury, Admiralty, Secretaries of State, and Secretary at War, for their reſpective directions; in occaſionally, and as often as the current buſineſs of the Office will admit, viſiting the Tranſport Yard at Deptford, and examining Ships offered for Service; in appropriating Tonnage for the various purpoſes required by the ſeveral Boards; in aſſiſting at the diſcuſſions of the Board, whether upon the ſubject of Tranſports, Sick and Wounded Seamen, Hoſpitals, Hoſpital Ships, Surgeons, Priſoners of War, or the numerous Duties attached to theſe reſpective Heads of Service, with other miſcellaneous directions received from Government. Duties of the Chairman.

His Attendance is daily and unremitting, and during the War admits of no abſence; his ſituation rendering him the particular channel of perſonal communication and confidence in all preparation of Tranſports, &c. for ſpecial Service. His Attendance.

The two Civil Commiſſioners attend principally to the Correſpondence and Accounts, and the general conduct of the interior buſineſs of the Office, for the prevention of arrears both in the correſponding and accounting branches. They alſo examine, at ſtated periods, with the General Accountant, the Books of the Sub-accountants.—They aſſiſt likewiſe in the general buſineſs of the Board, and eſpecially with reſpect to Contracts, Bills, and other written documents belonging to the duties of every branch. Their Attendance is daily and unremitting. Duties of the two Civil Commiſſioners.

Their Attendance.

The two Sea Commiſſioners are chiefly employed in aſſiſting the Chairman in his various Duties; in the inſpection of Tranſports propoſed for hire; in frequent viſitations of Deptford Tranſport Yard; in the Survey, Appraiſement, and Purchaſe of Stores, in conſidering the terms and conditions for Charter Parties and other Inſtruments belonging ſpecially to the Service at Sea; in examining Logbooks, Muſters of Men in Tranſports, and their Returns, tranſmitted by the ſeveral Agents; in pointing out neglects of Duty in Maſters of Tranſports, and the neceſſary mulcts for the ſame; in all which Duties their aſſiſtance appears highly important, as well as in the current buſineſs of the Office. Duties of the two Sea Commiſſioners.

Excepting their occaſional Viſitations at the Out Ports, &c. their Attendance is alſo conſtant at the Office. Their Attendance.

The Phyſician directs his particular attention to the Sick and Wounded branch, to the examination of perſons for Surgeons and Aſſiſtant Surgeons, with reſpect to their qualifications in phyſic, after they have been examined by the Royal College of Surgeons, and produced Certificates of their abilities in ſurgery; to the inſpection of the daily and other Returns from Hoſpitals, Hoſpital Ships, Priſons and Priſon Ships, and all Sick Quarters for Seamen; to aſſiſt the Board in forming arrangements and contracts for the proviſion of Medical and other Stores neceſſary for all ſick perſons under the charge of this Department, and to aſſiſt in tranſacting the other current buſineſs. Duties of the Phyſician.

His Attendance is alſo daily and conſtant, and he is reſtricted from private practice in his profeſſion. His Attendance.

The Secretary is the Board's inſtrument for the performance of whatever relates to the Correſpondence of the three branches, and he accordingly arranges and prepares it for the Board's approval and ſignature: He reads all Letters and Addreſſes made to the Board upon every part of the buſineſs; takes Minutes of the anſwer or determination of the Board thereon, or makes the neceſſary References for further information: He obſerves that all Minutes of tranſactions at the Board are properly kept, that all Letters are duly entered in the ſeveral books of correſpondence, and that all Letters or Papers received are properly arranged and preſerved: He ſuperintends the general conduct of the Office, and ſees that there be no irregularities or abuſes, or waſte of time in the ſeveral perſons employed, but that all perſons, particularly thoſe who are engaged in the correſpondence under him, are continually preſent in Office hours, and attentive to their Duty. His own Attendance is therefore, neceſſarily, conſtant and unremitting. Duties of the Secretary.

His Affiſtants.

For his aſſiſtance in the correſpondence he has the following number of Clerks for each branch.

For the Tranſport Service,	Two upon the Eſtabliſhment, and five extra.
For the Sick and Wounded Branch,	Five upon the Eſtabliſhment, and two extra.
For Priſoners of War,	Four upon the Eſtabliſhment, and two extra.

With reſpect to the Accounts of this Department, there is one General Accountant, with ſix Sub-accountants for the reſpective branches, all of whom are under his ſuperintendence.

Duties of the General Accountant.

The principal Duties of the General Accountant are to examine and finally prepare and reviſe all Accounts, in order to the approval or diſapproval of them by the Board; to inſpect the ſeveral Books and Accounts of the Sub-accountants; to keep a general Caſh Account between the Board and the Bank of England, of all Bills of Exchange, and Payments in ready money; to examine the Statements prepared by the Sub-accountants, reſpecting Claims for hire of Tranſports, for Stores purchaſed for victualling Sick and Wounded Seamen, and for Priſoners of War in health or ſickneſs, and to compare the ſeveral Claims with their reſpective Charter Parties, Contracts, or Agreements; to check the Examination of all Diſburſements made by Agents for the Tranſport Service, for the Naval Hoſpitals, and for Priſoners of War at the various Depôts, both at home and abroad; to ſee that the Bills of Exchange, accepted by the Board, and all other Payments, are correctly charged againſt the perſons accountable for them; and that all Medicines or Stores purchaſed are duly debited to the parties to whom they have been delivered; to inſpect and compare all Charter Parties and Contracts with the terms and conditions propoſed in the Tenders, previouſly to their execution by the Board; to ſee that ſuch Accounts as can be ſettled periodically are prepared for the Board at the proper times; and that all other Accounts are ſtated for final ſettlement without delay. He alſo ſuperintends the Accounts between the Tranſport Office and the Treaſurer of the Navy, the Auditors' Office, and other Departments; and checks the Examination of the Arrears of the Accounts of the late Sick and Wounded Office, as ſoon as they are prepared for ſettlement, in order to their final liquidation. The contingent Expences of the Office are firſt examined and ſubmitted to the Board by him, and he preſents all Statements of Accounts to the Board for adjuſtment or for ſignature; receiving their directions upon them. Finally, he communicates all Orders from the Board to the Sub-accountants, and ſees to their due execution.

His Aſſiſtants.

The General Accountant has for his aſſiſtance in the ſeveral branches as follows:

In the Tranſport Branch,		One Sub-accountant, three eſtabliſhed Clerks, and ſix extra.
Sick and Wounded Branch,	Impreſt Accounts,	One Sub-accountant, ſix eſtabliſhed Clerks, and two extra.
	Home Service,	One Sub-accountant, four eſtabliſhed Clerks, and one extra.
	Foreign Service,	One Sub-accountant, three eſtabliſhed Clerks, and one extra.
	Under this Branch alſo are, one Clerk of Stores and Medicines, and his Aſſiſtant.	
	The Superintendent of London Hoſpitals.	
	The Superintendent of the Soup Houſe.	
Priſoners of War Branch.	Home Service,	One Sub-accountant, three eſtabliſhed Clerks, and one extra.
	Foreign Service.	One Sub-accountant, three eſtabliſhed Clerks.

A more

A more detailed ſtatement of the Duties of the General Accountant and his ſubordinates will be found in the Appendix. Appendix, No. 4.

We ſhall now proceed to give ſome account of the General Buſineſs of the Board, and its ſubordinates, under the Three following heads: Diviſion of General Buſineſs.

Branch relating to the Tranſport Service.
- - - for Sick and Wounded Seamen.
- - - for Priſoners of War.

PART I.

BRANCH relating to the TRANSPORT SERVICE.

THE ſpecial Duties of the Board, under this head, conſiſt in the hiring and appropriating of Ships and Veſſels for the conveyance of Troops and Baggage, Victualling, Ordnance, Barrack, Commiſſariate, Naval and Military Stores of all kinds, Convicts and Stores to New South Wales, and a variety of miſcellaneous Services, ſuch as the proviſion of Stores and a great variety of articles for the Military Department in Canada; the purchaſe of annual preſents for the Indians in Upper and Lower Canada; the procurement of clothing, ironmongery, and all ſorts of wares, together with various articles of Stores for New South Wales, Goree, the Weſt Indies, many articles of Store for the Cape of Good Hope, and for other foreign ſtations (not attached to other Boards) under the immediate direction of the Lords Commiſſioners of Your Majeſty's Treaſury, and to fulfil ſuch Orders from other great Officers of State as may be ſanctioned by their Lordſhips' authority. Duties of the Board under the head of Tranſport Service.

The mode of taking up Tranſports is this:—When Tonnage is required for the conveyance of Troops or Stores, application is made to the Tranſport Board from the ſeveral Departments; namely, from the Office of the Commander in Chief, the Lords Commiſſioners of the Treaſury or Admiralty, the Secretaries of State, the Navy, Victualling, or Ordnance Boards; and their reſpective requiſitions are provided for without delay, unleſs any Service propoſed be of a kind which demands particular conſideration, or is likely to incur great expence; in which caſe the ſanction or direction of the Treaſury or the Admiralty is firſt obtained. How Tranſports are now hired.

Tranſports are taken up in two different ways. Two modes of engaging Tranſports.

1ſt. Tranſports on Tonnage; that is, Veſſels hired at a certain rate per ton for each month they are employed in the Service. Tranſports on Tonnage.

2d. Tranſports on Freight. Tranſports on Freight

1ſt. Tranſports on Tonnage.

1ſt. Tranſports on Tonnage of two deſcriptions.

Tranſports on Tonnage are of two deſcriptions.

Regular Tranſports, or thoſe engaged for ſix months certain; and thoſe engaged for only three months certain.

Regular Tranſports are required to be ſheathed, either with copper or wood, and to be in every reſpect complete, and fit to proceed to any deſtination. Regular Tranſports, or thoſe engaged for ſix months, &c.

Thoſe engaged for three months certain, being wanted only for home Service, are not required to be ſo complete as the regular Tranſports. Thoſe engaged for three months.

It is neceſſary that Tranſports on Tonnage ſhould be engaged for a certain fixed time in the firſt inſtance, as otherwiſe the Owners would not be able to reimburſe themſelves for the expence which muſt be incurred in the proviſion of the Stores, &c. neceſſary for their out-fit, or derive any advantage from the undertaking.

If a Ship, however, by accident, or through fault of the Owner or Maſter, become incapable to perform the Service for which ſhe was engaged, the Charter Party ſtipulates that ſhe ſhall either be diſcharged on the day when ſhe became unfit, or mulcted during the time of her remaining ſo, and till reported ready for duty, according to the repreſentation made by the Agents to the Board, who finally determine the quantum of the mulct, in proportion to her pay and the time of her remaining unemployed.

Theſe regular Tranſports are for the moſt part engaged in carrying Proviſions and Stores to Your Majeſty's Fleets, where their attendance upon the Men of War in cruizing, or in the other military operations againſt the enemy are neceſſary, in order to obviate the many difficulties otherwiſe to be expected.

When Tranſports are wanted for Service upon time, the demand is uſually ſignified (unleſs the object be ſecret, or it be wiſhed to avoid alarm) by ſending notice to How Tranſports on Tonnage are obtained.

App. No. 4 and 10. Lloyd's Coffee-houſe, and by ſticking up notice alſo in the waiting room of the Office, where Ship Owners and Brokers continually reſort. The current rate of hire being in theſe caſes already eſtabliſhed and known, the number of ſhips wanted is commonly obtained without delay.

The Owners (or Brokers authorized by their ſignature to act for them) tranſmit to
Appendix, No. 6. the Board within a ſpecified time, and according to a printed form prepared by the Office, a Tender of ſuch Ship or Ships as may be required, in which the name of each Veſſel, the nature of her ſheathing (if ſheathed), her Tonnage by regiſter, the place where ſhe lies, and the time when ſhe may be ready for the Service are ſtated.

This Tender, if accepted by the Board, is ſent down to their Officers at Deptford,
Appendix, No. 6. that they may duly ſurvey the Ship and return a Report, according to the form preſcribed, in which muſt be ſpecified her Tonnage by regiſter, her claſs, whether Ship, Brig, Snow, &c. her height from deck to deck, and from deck to beam, her bottom, whether ſheathed or unſheathed, and when and where built.

Tranſports inſpected and approved by a Sea Commiſſioner. If, upon receipt of this Document, the Board approve of engaging the Ship, one of the Sea Commiſſioners takes an early opportunity of going down the river, to inſpect or reject the Report by his own perſonal inſpection, and to ſignify the ſame by his ſignature.

When thus far a Ship is approved and accepted, an Order is given to the Owner
Appendix, No. 8. or Broker to fit the Ship for Service on his part, according to the Schedule of Stores preſcribed, and upon her arrival at Deptford, when ſo fitted and manned according to the terms of the Charty Party, ſhe is allowed to enter into pay, agreeably to the
Appendix, No. 9. Certificate of the Officers at Deptford, which ſpecifies the date of her being completely ready.

Appendix, No. 6. The Tender expreſſes, that if a Veſſel be not brought to Deptford by the Owners within a certain limited time, and be not in every reſpect complete on the part of the Owners, they are liable to a penalty of one hundred pounds; and it is optional alſo, on the part of the Board, to reject her altogether if they think it right ſo to do.

It may be obſerved here, that the Tranſports appointed for the conveyance of Troops being required to be not leſs than five feet ſix inches high, from deck to deck, in order to give the men ſufficient ſpace, none of lower height are taken for Stores, if others can be had, in caſe it ſhould be neceſſary to employ them alſo in the conveyance of Troops after the delivery of their cargoes of Stores.

App. No. 2 and 10. This ſtipulation of height is ſtated to have brought a greater number than formerly of capital Ships into the Service, many having been built with a view of being capable of receiving employment from the Tranſport Board, in caſe of the failure of more profitable undertakings.

The Ship accepted is alſo valued by the Officers of the Tranſport Yard at Deptford, who, if required, are to certify their valuation upon oath.

The Agent at Deptford, being a Sea Officer, eſtimates the rigging, cables, ſails, anchors, and other articles of equipment, denominated Boatſwains and Gunners Stores; and the Shipwright Officer values the hull, maſts, yards, pumps, boats,
Appendix, No. 13. and Carpenters Stores, and this valuation is tranſmitted, in a form preſcribed, to the Tranſport Office, and depoſited with the Accountant for the Tranſport Service, and never communicated to any perſon, but through the medium of the Board, when the loſs of a Ship, or damage ſuſtained by one from the enemy, forms a claim for remuneration, according to the terms of the Charter Party.

With reſpect to ſea riſk, as it is termed, all accidents which may ariſe on that head are at the charge of the Owners, who either inſure their Ships or take the riſk upon themſelves.

After the proceſs above-mentioned, the Board direct the Charty Party to be made out in their names, for and in behalf of the Crown on the one part, and in the name of the Owner or Broker, if one be employed under his authority, on the other part. This Charter Party, we underſtand, has been much improved from time to time in its obligations on the Owner to a ſtrict performance of his agreement, ſince the buſineſs has been tranſferred to the preſent Board.

The ſpace of two tons is allowed for each man, in Ships bound to all parts beyond Cape Finiſterre; and a ton or a ton and a half for very ſhort or coaſting Voyages near home.

The preſent eſtabliſhed form of Charter, for regular Tranſports taken up for ſix
Appendix, No. 14. months certain, will be found in the Appendix, as well as the one for Tranſports
Appendix, No. 15. hired for only three months certain. All Tranſports, whether regular or upon Freight, intended for *Stores*, are, when ready for Service, reported to the reſpective Boards,

Boards who have ſuch Stores prepared for tranſportation, and are entruſted for ſtowage and lading to their ſeveral Officers or perſons employed to diſpoſe of the articles on board to the beſt advantage, called Stevadores; and, when this Duty is completed, the Veſſels return to the immediate ſuperintendence of the Agents of the Tranſport Board, and are ordered to the rendezvous for convoy, appointed by the Admiralty, for their deſtination.

Tranſports for *Troops* are generally fitted in the river Thames, under the immediate inſpection of the Deptford Officers, with Cabins, Bed Places, Beds, and other ſmall accommodations; and, by an application from the Tranſport Board to the Commiſſioners of the Victualling, are ſtored with the ſtated allowance of Proviſions and Water, in proportion to the numbers reported for embarkation. Theſe Tranſports alſo, when thus prepared, are ordered to the appointed rendezvous for reception of the Troops and for convoy.

Advances of money are made to the Owners of Tranſports at ſtated periods, in part payment of the Freight due for the hire of the Veſſels, always reſerving however the amount of ſix months pay, to enable Government to indemnify itſelf for any claims which it may have upon the Owners.

When Tranſports return from their voyages, and are to be paid off, the Owners or their Brokers procure from the ſeveral Offices of the Navy, Victualling, and Ordnance, or other Public Departments, for whoſe uſe they have been ſpecially employed, Certificates that all the Stores have been duly accounted for, and that no charge ſtands againſt the Ships in their Accounts in the ſeveral Offices concerned; upon the production of which documents, with others expreſſing that they have paid all dues to Greenwich Hoſpital, light money, &c. their Accounts are finally made up, and after deducting all mulcts and deficiencies, if any, the Balances are ſettled by giving the Owners Bills on the Treaſurer of the Navy payable at ninety days date, with three pence per cent. per diem intereſt.

It may be obſerved in this place, that, in order to prevent a repetition of the flagrant abuſe ſtated in the Eighth Report of the Commiſſioners of 1788, reſpecting the Commiſſioner of the Victualling Board, who ſuperintended the Department of the Hoytaker, engaging for the Public Service many Tranſports which belonged to himſelf and to others in the Office, the Tranſport Board, upon their firſt inſtitution, properly determined that "no perſon belonging to or under the direction of the Board ſhall "have any property whatever veſted in Tranſports, nor ſhare or ſhares of any Ship "or Veſſel employed as a Tranſport, directly or indirectly, nor in any reſpect what-"ever have private or perſonal intereſt, or uſe any private or perſonal influence "reſpecting the hire, pay, or profits of Tranſports, under pain of diſmiſſion from "the Department." Page 575.

Precautions againſt abuſe in the hire of Tranſports.

Printed Inſtructions to Agents for Tranſports, 41 Article.

It may be proper, in our conſideration of the mode of taking up Tranſports, to make ſome obſervations upon the ſubject of regiſtered Tonnage, by which the Tranſport Board now take up all regular Tranſports without exception.

The Act paſſed in the twenty-ſixth year of Your Majeſty's reign, commonly known by the title of Lord Liverpool's Act, by which all Britiſh Ships and Veſſels are enjoined to be meaſured and regiſtered by Officers of the Cuſtoms at the Ports to which they belong, and to obtain a Certificate of ſuch Regiſtry from the Cuſtom-houſe of the ſaid Port, has been attended with advantages to the Public, which probably at that time might not have been foreſeen. Advantages of Lord Liverpool's Act

It has in particular been of great benefit and convenience to Your Majeſty's Tranſport Service, as will appear from the following Statement: to the Tranſport Service.

When the Owners of Ships apply for admeaſurement to the Cuſtoms, in order to obtain the Regiſtry required by the Act, it is their intereſt that the Tonnage ſhould be rated in the Certificate of their Regiſter as low as poſſible, on account of the Light and Harbour Dues, and thoſe for Greenwich Hoſpital, which are all paid for at a certain rate per ton. Ships formerly regiſtered as low as poſſible. Reaſons.

There is no doubt that formerly many fallacies were practiſed on this head, to the great diſadvantage of the Public. Great Abuſes.

A ſtriking inſtance of this appears in the Eleventh Report of the Commiſſioners appointed to enquire into the ſtate and condition of your Majeſty's Woods, &c. dated February 6th, 1792, Part III. where it is ſtated that "Mr. Irving, the preſent "Inſpector General of the Imports and Exports of Great Britain, who formerly "held a ſimilar Office in America for the trade of that country, informs us, in "anſwer to our enquiries on this ſubject, that Veſſels, in order to evade the payment "of Lighthouſe money and various Port charges collected upon Tonnage, were ge-"nerally Inſtance mentioned by Commiſſioners of Land Revenue. Page 19.

" nerally regiſtered conſiderably under the real burden; that he has in many inſtances " compared the regiſtered Tonnage, under the Act of King William, with the ad- " meaſured Tonnage of the ſame Veſſels under the late Act, and found the averaged " proportion to be as two to three; and he has given us an account, taken from the " books of his former Office, of the Ships built in three years in the different Pro- " vinces of North America, of which the totals are as follows:

	1769	1770	1771
" Regiſtered Tonnage	21,370	22,174	26,150
" Addition to make it equal to the admeaſured Tonnage	10,685	11,087	13,075
	32,055	33,261	39,225."

Loſs to the Public of above one-third of the Duties.

By this fraudulent practice, the Public Revenue muſt have ſuſtained a loſs of above one-third of the amount of the Duties which it ought to have received on this head.

Veſſels re-admeaſured when offered for Tranſports, in order to increaſe their Regiſter.

But, when Owners of Veſſels wiſh to propoſe their Ships for the Tranſport Service, in which they are paid by the ton, it becomes a conſiderable object of advantage to them to avoid the chartering of them according to their regiſtered Tonnage (which they had, as before obſerved, inducements to get ſtated as low as poſſible), but to procure a new admeaſurement by the Officers of the Board by whom they may be engaged, which could ſcarcely fail of being higher than the regiſtered Tonnage.

Though it is not to be ſuppoſed that there has been ſo great a diſproportion between the regiſtered and meaſured Tonnage in England as prevailed, according to Mr. Irving's account, in America, yet, from the conviction that the chartering of Ships and Veſſels, according to the meaſured Tonnage, was highly diſadvantageous, and that the hiring of them, according to their regiſtered Tonnage, would introduce greater correctneſs and certainty in the meaſurement, the Tranſport Board were induced, ſoon after its inſtitution in 1794, at the ſuggeſtion of Mr. Bowen, at that time the Agent for Tranſports at Deptford, and now one of the Commiſſioners of that Board, to alter the mode of hiring them, and to charter them according to the regiſtered inſtead of meaſured Tonnage.

Chartering Veſſels according to their regiſtered Tonnage, propoſed by Mr. Bowen in 1794.

Appendix, No. 16. Savings calculated by Mr. Bowen, 7 per Cent. on regiſtered Tonnage, eſtimated to amount to £. 107,520. in 1795, and if continued to the end of 1806, it would, at 16s. per ton per month only, have amounted to £. 568,979.

The calculation made at the time by Mr. Bowen upon the ſeveral Ships then in the Service, ſtated the meaſured Tonnage of thoſe Veſſels, on an average, at about ſeven per cent. *beyond* the Tonnage regiſtered at the Cuſtoms, inſomuch that if Ships had continued to be taken up on that principle, it is eſtimated that it would, for the regular Tonnage, actually employed in the year 1795, have occaſioned a loſs to the Public of one hundred and ſeven thouſand five hundred and twenty pounds, and, if continued to the concluſion of the year 1806, at an average rate of ſixteen ſhillings per ton per month only, it is eſtimated that the probable loſs upon the aggregate Tonnage employed during thoſe years, would have amounted to five hundred and ſixty-eight thouſand nine hundred and ſeventy-nine pounds.

Appendix, No. 16.

This calculation of loſs may, perhaps, be too great, for, in conſequence of our enquiry into this ſubject, the Tranſport Board applied to the Board of Cuſtoms to inform them of the regiſtered Tonnage of one hundred Ships, taken as they ſtood firſt upon the Office Books (which had been delivered over to the charge of the Commiſſioners for Tranſports from the Navy Board in the year 1794) in order to obtain ſome other data than that furniſhed by Mr. Bowen, upon which a calculation might be formed of the loſs which Government would probably have ſuſtained, if the practice of hiring Tranſports, according to the meaſured Tonnage, had continued to prevail.

App. No. 18.

The Board of Cuſtoms furniſhed a liſt of ſeventy-two out of the one hundred Veſſels required, which had been meaſured and regiſtered in the Port of London, but omitted the reſt, as they were either taken up in the Out Ports and therefore not regiſtered in their books in London, or their Regiſters were not eaſily attainable. It would have been deſirable to have had the Regiſters of the Out Ports as well as of the Port of London, where poſſibly the meaſurement was more exact, in order to obtain the data on which to form a more correct calculation; but the difference between the meaſured and the regiſtered Tonnage, even upon theſe ſeventy-two Ships thus obtained, amounts to 3½ tons per cent. extending, therefore, the calculation to the whole Tonnage of the regular Tranſports employed from 1795 to 1806, both years inclusive, and making the calculation at the rate of ſixteen ſhillings per ton per month, the balance againſt the Public would then have amounted to the ſum of two hundred and ſixty-one thouſand,

App. No. 17.

but if eſtimated at 3½ per Cent only, between 1795 and 1806, it would, at 16s. per ton per month, have amounted to £. 261,914.

nine

nine hundred and eighty-four pounds. This ſum, however, is, we think, much leſs than what the loſs which would have accrued to the public might fairly be eſtimated at; of itſelf, however, it is ſufficient to ſhew the great advantage of accepting only the regiſtered Tonnage. App. No. 19. More than this Sum ſuppoſed to have been ſaved.

We find alſo that the Board, very properly, inſiſt upon the production of thoſe Regiſters only under which a Ship has been entered at the Cuſtoms, *prior* to her being tendered for the Tranſport Service, it having been attempted in ſome caſes, by a new Regiſter, to obtain a higher rate of Tonnage than that upon which ſhe formerly ſtood, by which rule much colluſion on this head has alſo been prevented. Firſt Regiſters only now admitted.

By the Charter Party it is covenanted that, if a Ship or Veſſel, while employed in the Tranſport Service, "ſhall happen to be burnt, ſunk, or taken by the enemy, and it "ſhall appear to the Commiſſioners that the ſame did not proceed through any fault, "neglect, or otherwiſe in the Maſter or Ship's Company, and that they made the ut-"moſt defence they were able, the value of her ſhall be paid for by His Majeſty, "according to the appraiſement made thereof, on oath, by Officers of the ſaid Commiſ-"ſioners, reaſonable wear and tear firſt deducted." And as the adjuſtment of this matter, in conſequence of any doubts which might poſſibly ariſe in the minds of the Owners, ſhould ſuch accidents occur, is of material importance, we think that the greateſt care and preciſion, as well as integrity, ſhould be uſed in ſettling the valuation of Ships and Veſſels accepted for the Service; we are therefore of opinion that not only the Agent and the Shipwright Officer at Deptford, but alſo that the Storekeeper ſhould aſſiſt in the inſpection and valuation of Ships, their Stores, neceſſary Furniture, and every article of equipment. The Agent will find full employment in ſurveying the rigging, anchors, cables, and what are denominated Boatſwain's Stores, while the Storekeeper, by making himſelf acquainted from time to time with the current prices of every article ſpecified in the Indent, when new, can moſt materially aſſiſt him in calculating their value, when one-quarter worn, half worn, or three-quarters worn, according to the ſtate in which the ſeveral Stores, ſubmitted to their inſpection, may appear to be. Terms of the Charter Party. App. No. 14. Officers propoſed to value the Tranſports. Ships Furniture. Boatſwain's Stores.

He might alſo equally aſſiſt the Shipwright Officer in ſurveying the Carpenter's Stores, which come under his inſpection, together with the Proviſions and articles furniſhed by Ship-Chandlers, of which he ſhould poſſeſs an intimate knowledge, both as to price and quality. For this purpoſe, it is expedient that the Storekeeper ſhould have been a Warrant Officer, either Maſter Boatſwain, Gunner, or Carpenter in the Royal Navy, and well acquainted with the nature and general value of the ſeveral Stores, which are uſually put into the charge of thoſe Officers. Theſe Duties being intimately connected with the general Duty of Storekeeper, relating to the receipt and iſſue of the Tranſport Stores in his own cuſtody, much advantage will accrue, and no additional expence to the Public will be incurred. Theſe three Officers, by this mode of executing the Duty of inſpecting and valuing Ships and the various Stores belonging to them, would not only lend each other mutual aſſiſtance, but would be able to corroborate the accuracy of their ſtatements upon oath, if called upon to account for the value of Ships and Stores which may have been captured or deſtroyed by the enemy, when queſtioned or diſputed by the Owners. Carpenter's Stores. Proviſions, &c. A Warrant Officer ſhould be appointed Storekeeper.

2d. Tranſports on Freight.

The conveyance of your Majeſty's Troops; of Victualling Stores for the Army and Garriſons Abroad; of Ordnance, Commiſſariat, and Barrack Stores; of Convicts and Stores for New South Wales; and of Troops and Stores for other incidental Services, is frequently provided for by Ships taken up on Freight.

Tranſports on Freight may be divided into three deſcriptions: Tranſports on Freight of three deſcriptions: For Stores,

1ſt. Thoſe hired at a certain rate per ton, for the quantity of Stores, &c. conveyed to a particular deſtination.

2d. Thoſe hired at a certain rate per Man, Woman, or Child, for the number conveyed to a particular deſtination. for Troops, &c.

3d. Thoſe hired by the Run; that is, at a certain fixed ſum of money for the uſe of a Ship to convey to a particular deſtination ſuch Stores or Perſons as may be ſhipped on board. and by the Run.

Theſe Ships are engaged upon Public Tender at the loweſt rate offered, except in ſome caſes, when that rate is deemed exorbitant, or when the price has been previouſly determined upon, and is publicly known. How engaged.

The form of the Tender for Ships to convey Troops, which is very properly a printed one (as in all poſſible caſes it ought to be, in order to prevent the overſights App. No. 20.

and variations which might attend written Tenders) is made ſo as to contain the Name of the Ship and Maſter, the Tonnage, Situation, Time when ſhe will be ready, Price for each Man, Woman, or Child, Allowances of Time for Embarkation and Diſembarkation, Port to ſail from, with Convoy, Rate of Demurrage, Scheme and Price of Victualling, and Mode and Conditions of Payment.

The Veſſels, thus tendered, which are taken up for carrying Troops, are required by the Board to be ſurveyed and reported on by the Deptford Officers, with reſpect to their fitneſs for the Services propoſed, in all reſpects the ſame as has been deſcribed with regard to the regular Tranſports; if approved, the Owner or Broker is directed to prepare the Ship or Ships on his part, and an Order is given to the Accountant for Tranſports to make out the Charter Party in the uſual form; and, in the meantime, the Agent and Shipwright Officer cauſe her to be fitted with Births, Hammocks, and other neceſſaries for Troops, on the part of Government, which Service being completed, a Report is made by them to the Board, who give an Order for her proceeding to ſome certain Port of Embarkation, and then finally to ſail with the Convoy appointed by the Lords of the Admiralty.

App. No. 21.

How Tranſports for Stores are engaged.

Tranſports for Stores are taken up and examined in the ſame manner, with a proviſo in the Tender for the reception and victualling, if required, of Officers, Soldiers, or other Perſons, not exceeding four to every hundred tons of Stores at the rate of two tons Freight for the paſſage of each Man or Woman, and half that rate for each Child, who are to be victualled according to a rule ſpecified in the printed form.

App. No. 22.

App. No. 23.

If found fit for the intended Service, the proper Charter Party is ordered to be prepared, and the Owner or Broker directed to haſten the Ship to the place where the Stores are to be put on board, according to the requiſition made by the Navy, Ordnance, or Victualling Board, or other Department, who then appoint their own Officers or Stevadores to ſuperintend their lading.

Tranſports for Convicts.

Under this head may be claſſed the Ships engaged for the conveyance of Convicts to New South Wales, for which the Tranſport Board have framed a particular Charter Party, a copy of which they have tranſmitted to us. In order to enſure care and good treatment of thoſe unhappy people, the Surgeon of the Ship, upon his return to England, is entitled to receive a reward, through Your Majeſty's Secretary of State, for every perſon delivered to the Colony, upon a Certificate from the Governor that his diligence and attention during the voyage have been ſuch as to merit that indulgence.

App. No. 24.

How Tranſports by the Run are employed.

Tranſports by the Run are uſually engaged for conveyances Coaſtwiſe, or between England, Scotland, and Ireland, Jerſey or Guernſey, or for Cartels, or other ſhort Services near home.

Where obtained.

The demands for theſe ſhort Services are more frequently ſupplied at the Out Ports of Leith, Portſmouth, Plymouth, Liverpool, Dublin, and Cork, than from the river Thames, and the Reſident Agents at thoſe places are often entruſted to ſettle the bargain with the Owners, where the prices for freightage from place to place are known and eſtabliſhed by uſage; but, when the demand for tonnage is conſiderable or unuſual, and time will allow of it, the Agents are enjoined to refer the matter to the Board for directions, or, if the caſe be ſo extremely urgent as not to admit of any delay, to ſtate the reaſons for acting without ſuch reference, and to forward the neceſſary Vouchers for the Board's inſpection and allowance.

App. No. 25.

App. No. 26.

For a Copy of an Agreement for theſe ſhort Services made by an Agent, and a Liſt of the common Rates of Payment for the ſame, we refer to the Appendix.

Advantages reſulting from the Tranſport Board.

Upon a review of this branch of buſineſs at the Tranſport Board, we are of opinion that the abuſes and diſadvantages noticed by the Commiſſioners of Enquiry in 1788, which attended the practice of Veſſels being hired by many different Boards have been remedied, and that the advantages expected by thoſe Commiſſioners to ariſe from the whole being taken up by one Board, thus putting an end to the competition between the different Departments, have been realized.

Better Ships.

In conſequence of the means and opportunities which were afforded, by the inſtitution of this Board, to give a more particular attention to the fitneſs of Ships for the Services required than could before be paid, better Veſſels have been procured than formerly.

Money and Time ſaved.

Much Money and Time have alſo been ſaved by transferring Ships from one Service to another, according to the demands of each, inſtead of ſuffering them to remain unemployed, as was before the practice, and which could not be well avoided, when Veſſels were only engaged for the Service of one particular Department.

The

The advantage attending this laſt circumſtance has, perhaps, not been duly appreciated; admitting that on an average, only four copper-ſheathed Tranſports, of five hundred tons each, taken up as they have lately been at the rate of nineteen ſhillings per ton per month, ſhould remain unemployed, taking the loſt times together, for the ſpace of twelve months, owing to the divided attention of ſeparate Boards, each of courſe unacquainted with the wants of the other, the expence to Government would amount to twenty-two thouſand eight hundred pounds, a ſum which more than equals the charge of the expence of the whole Eſtabliſhment of the three branches of the Tranſport Office. An inſtance in point has recently occurred—fifteen hundred tons of Sulphur, for the uſe of the Ordnance Department, were required in the laſt year to be brought from Sicily to England, and for the Freight of the neceſſary Ships, which were to be ſent from the Thames for this purpoſe, eight pounds per ton were demanded of that Office. This ſum was deemed exorbitant, and accordingly rejected; but, upon an application to the Tranſport Office, ſeveral Tranſports, which were under orders of return from Sicily and Malta, were directed to receive the Sulphur, and thereby made a ſaving to the public of about twelve thouſand pounds.

Eſtimate of Savings on four Ships,

£. 22,800. in twelve months.

Inſtances of great Saving.

£. 12,000.

By thus diverſifying the employment of ſingle Ships, and ſometimes of ſeveral together, according to the variety of occaſions, which frequently ariſe in the different branches of Service for which Tranſports are required, not only leſs expence has been incurred, but in point of ſaving of time great advantages have been derived, which would no doubt have been loſt if the buſineſs relating to Tranſports had been continued to be carried on by the different Boards, as was formerly the practice.

Other good effects.

It is material alſo to obſerve, that Ships have not only been conveniently and economically transferred from one Service to another, but that frequently, when they have not been fully laden with the Stores of one Department, they have been filled up with thoſe of another, when otherwiſe the expence of the vacant tonnage would have been loſt to the Public.

MISCELLANEOUS SERVICES.

Beſides the ſeveral Duties which relate to the branch for the hiring and conduct of Tranſports, we have before noticed that this Board is enjoined, by Your Majeſty's Patent, to perform other Services, under the general direction of the Lords Commiſſioners of the Treaſury, conſiſting of the proviſion of Stores, and a great variety of articles for the Military Department in Canada, the purchaſe of annual preſents for the Indians in Upper and Lower Canada, the procurement of various articles for New South Wales, Goree, the Weſt Indies, many articles of Store for the Cape of Good Hope, and for other Foreign Stations.

Other Services performed by the Board.

For the execution of theſe Services, the Orders are given either directly by the Lords of the Treaſury, or, if they are iſſued from other Departments, they are referred to their Lordſhips for their ſanction, previouſly to their being decided upon by the Tranſport Board. Tenders are uſually publiſhed for the articles required; or, when they are minute and multifarious, they are obtained by the employment, on a low commiſſion, of reputable Merchants, who are acquainted with the buſineſs the reſpective trades, and with the articles which will be moſt ſuitable to the country for which they are required.

When the ſeveral articles are provided, they are delivered to the Board's Packer for ſtrict examination, and if the quality be found to be good, and the quantity correct, they are then packed and ſhipped by him in the Veſſels appointed, accompanied with the Invoice and Bills of Lading, according to the reſpective conſignments, as directed either by the Treaſury or by Your Majeſty's Secretary of State for the Colonies. This Packer, we think, ſhould be required to make oath, that he has not received nor will receive any fee or reward, either directly or indirectly, from the perſon or perſons from whom theſe articles may be purchaſed, and that he will truly, faithfully, and honeſtly ſtate his opinion to the Tranſport Board, as to the quality of the articles ſubmitted to him to examine, and execute with fidelity the Orders he may from time to time receive from the Commiſſioners for Tranſports.

PART II.

BRANCH for SICK and WOUNDED SEAMEN.

General Duties.

THE general Duties of the Board, under this Branch, are as follows:—To appoint ſuch Surgeons and Aſſiſtant Surgeons for Your Majeſty's Ships and Veſſels in Commiſſion, as have been found duly qualified for chirurgical operations by the examination of the Royal College of Surgeons in London. or, for Aſſiſtant Surgeons only, by the Royal Colleges of Edinburgh and Dublin, and for ſkill in Phyſic by the Medical Commiſſioner of the Board, taking care to promote none to a higher ſtation until they ſhall have ſerved as Aſſiſtant Surgeons, and obtained Certificates of their ability and good conduct; to ſee that the Surgeons and Aſſiſtant Surgeons in Your Majeſty's Ships have duly furniſhed themſelves with the proper Inſtruments, and that the Surgeons (or Aſſiſtant Surgeons in thoſe ſmall Veſſels which do not bear Surgeons) are furniſhed at the Public expence with a proper aſſortment of Medicines, and that they duly account for their expenditure; to ſubmit to the Lords of the Admiralty the propriety of trials upon any new method, recommended by the Medical Inſpectors, or other medical men, for the prevention or cure of diſeaſes, with any obſervations which may have been made upon them; to correſpond with the Governors, Phyſicians, Surgeons, and others concerned in the buſineſs of Hoſpitals at home and abroad, and to ſuperintend the expences attending their reſpective Duties or Eſtabliſhments; to ſee that the Inſtructions iſſued from time to time, and remaining in force, be properly attended to by all parties concerned; to examine the Accounts and Vouchers of all Commanders of Squadrons or Ships, relative to the diſburſements made by their direction abroad for the uſe of Sick and Wounded men ſent on ſhore, and to charge the proper Impreſts againſt them till the Accounts of thoſe diſburſements are properly cleared; to obſerve that due attention be paid to the Regulations relative to Premiums, Diſcounts, and the method of drawing Bills of Exchange according to the form preſcribed in the printed Inſtructions; to ſee that due Returns, in the preſcribed forms, are regularly made of all ſick men ſent on ſhore, and that the Navy Board be informed thereof, in order to enable them to check the men of their pay and the victualling during the time, and to ſend an Abſtract of the number of Sick in the Hoſpital and Hoſpital Ships at home to the Admiralty at the beginning of every week; to take care that all Diſpenſers are duly ſupplied with the neceſſary Medicines according to demand, ſanctioned by the reſpective Phyſicians and Surgeons, and that they properly account for the ſame upon oath when required; to obſerve that all Hoſpital Ships are duly furniſhed with the neceſſary Medicines, Bedding, and the uſual Medical Stores, and that they are properly accounted for by thoſe who may have had them in charge; to have no Intereſt whatever, and to ſuffer none to be had by perſons employed in the Public Service, in any Contracts for ſupplies of Proviſions or Medical Stores, or any other articles furniſhed and paid for by Public Money: and to refer to the Admiralty all caſes of doubt or difficulty which may occur in the diſcharge of their Duty, in order to receive their Lordſhips' Inſtructions for their further proceedings.

Account of this Branch given by the Commiſſioners of 1788.

Page 512.

At the time the Commiſſioners of 1788 made their Seventh Report, the Office for the care of Sick and Wounded Seamen formed a diſtinct and ſeparate Department—of which they gave the following Hiſtorical Account:

" It appears, by the Papers in this Office, that a Commiſſion for the care of Sick " and Wounded Seamen belonging to the Royal Navy, exiſted in the reign of King " William; no record remains of the date of the Inſtitution, but it was diſſolved in " June 1692, and the buſineſs put under the care of the Commiſſioners of the Regiſ- " ter Office, and remained ſo till June 1702, when a ſeparate Commiſſion was granted " by the Lord High Admiral to five perſons, who were directed to provide quarters " and aſſiſtance for the Sick and Wounded Seamen of the Navy; and alſo to provide " for the ſecurity and maintenance of Priſoners of War taken at ſea, and for the care " of thoſe who were Sick or Wounded; this Eſtabliſhment continued until February " 1713, when a new Commiſſion was granted to two Members of the former Board, " to bring up the arrears and carry on the current buſineſs; this Commiſſion conti- " nued until May 1715, when the Duty was transferred to two Members of the Navy " Board, in which ſtate it continued until March 1717, when a Commiſſioner was " ſpecially appointed for the Service, who with the two Members of the Navy Board " conducted the buſineſs for ſome time; but, upon the death of one of the Members of

" he

" the Navy Board, no other being appointed to this Duty, it continued to be managed " by the ſpecial Commiſſioner and one Member of the Navy Board until July 1740, " when, on account of the war with Spain, the aſſiſtance of a Member of the Navy " Board was diſcontinued, and a ſpecial Commiſſion granted to three perſons for this " Service, and for the Exchange of Priſoners of War. In 1745 another Commiſſioner " was added, on account of the increaſe of buſineſs, occaſioned by the war with " France, that the Hoſpitals and Priſons might be viſited frequently by a Member of " the Board; from that time to the preſent it has been a diſtinct Commiſſion, and the " number of Commiſſioners has varied, as the ſtate of the Service required. From " the year 1745 to the 25th of March 1749, there were four Commiſſioners.

" From that time to the 17th April 1755, two.

" From thence to the 3d November following, three.

" From the 3d November 1755 to 30th September 1763, four.

" From thence to the 6th October 1777, two.

" From that time to the 23d June 1779, three.

" To 16th January 1781, four.

" From thence to the 30th June 1784, five; when they were reduced to three, the preſent number."

In a ſubſequent part of the ſame Report, the Commiſſioners proceed to ſtate that " The proper Eſtabliſhment for this Office, they conceive to be three Commiſſioners " in time of peace, one of whom ought to be a medical man; in time of war one or " two more Commiſſioners ſhould be added, as occaſion may require, in order that " the Hoſpitals at Haſlar, at Plymouth, and the Priſons, may be frequently viſited, and " the Agents' conduct inſpected." 1788. Page 513.

In the year 1804, in order that the Hoſpitals and Priſons might frequently be viſited, an Inſpector of Hoſpitals was very properly appointed; but, in other reſpects, until the year 1806, no alteration was made in the Conſtitution of the Board in queſtion, two of the three Commiſſioners who compoſed the Board being Phyſicians, inſtead of having only one, as recommended by the above-mentioned Commiſſioners. An Inſpector of Hoſpitals appointed in 1804.

In 1806, however, the Board for the care of the Sick and Hurt Seamen was diſſolved, and its Duties transferred to the Tranſport Board. In 1806, this Branch united to the Tranſport Branch.

In order to judge of the propriety of this meaſure, it may be right to take a brief view of the circumſtances which led to it, and the effects which it has produced. Cauſes.

The Commiſſioners of Enquiry, in their Seventh Report, dated 20th March 1788, juſtly complain of the great Arrears in the Accounts of the then Sick and Hurt Office, making together, at that time, the ſum of one million five hundred and fifty-eight thouſand one hundred and forty-ſeven pounds ten ſhillings and eight-pence; and, after animadverting with much force on the impropriety of this immenſe Arrear of buſineſs they obſerve, that "many of the Accounts previous to the year 1776 can " never be ſettled, that the Accountants are no more, and their immediate Repre- " ſentatives are alſo dead; all remembrance of the tranſactions is gone, inſomuch " that it is not known in the Office for what Services the Money was iſſued, or where " it was expended. The late Accounts, if much longer neglected, will be in the ſame " predicament; the Accountants may now be able to repay the Public what, upon " a ſettlement of their Accounts, appears juſtly due from them; a few years hence " they may not; every reaſon of policy and of juſtice demands that an exertion ſhould " be made, and that without delay; the Accounts in the Office ſhould be arranged; " thoſe of the moſt conſequence, and moſt likely to be affected by procraſtination, " ought firſt to be proceeded upon; the Commiſſioners ſhould direct the Accounts " which are firſt to be examined, and when any are completed, they ought to give " their Orders for the proſecution of ſuch others as they ſhall think fit; the choice ought " not to be left to the Clerks." Page 514. Great Arrears in 1788, £. 1,558,147. 10. 8. Page 514.

In 1804, the immenſe Arrears of Accounts in this Office having ſtill further increaſed, they naturally again attracted notice, and the Commiſſioners of Naval Enquiry, in their Seventh Report, obſerved, that "it will appear by the Statement deli- " vered to them by the Secretary, which is attached to his evidence, that Accounts to " the amount of more than two millions ſterling remained unſettled." In 1804, Arrears had increaſed to more than £. 2,000,000. Page 556.

Since that period, the Arrears of Accounts have ſtill further augmented; and, to our ſurpriſe, we found that at the time they were transferred over to the Tranſport Board they amounted to three millions one hundred and twenty-one thouſand eight hundred and thirty-three pounds ten ſhillings and three-pence halfpenny. £. 2,000,000. In 1806, they amounted to £. 3,121,833. 10. 3½.

Theſe facts need no comment to point out the neceſſity there was for a ſpeedy and effectual remedy being applied to an evil, which had unfortunately been ſuffered to exiſt for ſo long a courſe of years, and which was rapidly increaſing.

Two Phyſicians attached to the Board.

We have before obſerved that two out of the three Commiſſioners, compoſing the Board for the care of Sick and Wounded Seamen, were Phyſicians.

Not ſuppoſed efficient for the liquidation of Accounts.

By a Board, thus conſtituted, it could hardly be expected that the Arrears of Accounts, which we have before alluded to (many of them incurred before thoſe Members received their appointments), would meet with an accurate inveſtigation, or that future Arrears of Accounts would be prevented.

The habits of Phyſicians, engaged as they ought to be in the ſtudies proper for their profeſſion, are far from being ſuch as to qualify them for the tranſaction of buſineſs in general, ſtill leſs to give them a turn of mind fit for a cloſe and minute examination of Accounts.

Remedies for theſe Evils adopted by the Admiralty in 1806.

The Lords Commiſſioners of the Admiralty, therefore, conſidering that there was no chance of thoſe Accounts being ever liquidated by the Board in queſtion, and agreeing in opinion with the Commiſſioners of 1788, that for the execution of the other Duties one Phyſician was ſufficient, judged it proper, inſtead of appointing additional Commiſſioners to the Board for Sick and Wounded Seamen, for the examination of Accounts, to annul it altogether; to remove the ſenior Phyſician belonging to that Board, who was the Chairman to the Sick and Hurt Board, to appoint the other Phyſician to be an additional Inſpector of Hoſpitals, as the Duties of Inſpector were found to be too much for one perſon to execute, and to ſuperannuate the third Commiſſioner; entruſting to the Tranſport Board, with the aid of the Phyſician who was appointed to it, the care and conduct of the whole of the buſineſs of the Board for Sick and Wounded Seamen.

Buſineſs transferred to the Tranſport Board.

Another Inſpector of Hoſpitals appointed.

General Accountant appointed.

On the adoption of this arrangement it became neceſſary, in order to enſure the proper examination of Accounts, to appoint a General Accountant to ſuperintend all the Sub-accountants, and conſtantly inſpect their Books, Documents, and Vouchers, and to perform the other Duties before deſcribed.

Mode adopted by the Tranſport Board for liquidating the Arrears of the Sick and Hurt Branch.

On making enquiry as to the meaſures taken for the purpoſe of examining the vaſt Arrears of Accounts before alluded to, we find that the Board, in order to accompliſh their ſettlement with diſpatch and accuracy, appointed one of the ableſt chief Clerks, to act as a Sub-accountant for this buſineſs, only ſo long as it may laſt, and to give him the aſſiſtance of ſix other Clerks, eſteemed the moſt competent in accounts. This arrangement has been made without encreaſing the number of Clerks upon the Eſtabliſhments; and in order to enforce a ſedulous attention to this Duty, the Board have very properly enjoined a Statement to be laid before them at the beginning of every month, deſcribing the number of Accounts cleared, the number of thoſe which are under examination, the progreſs which has been made, and the perſons who are employed upon them.

Mode of examining the Accounts.

The Rule acted upon by order of the Board is, to proceed with the lateſt Accounts in the firſt inſtance, the balances of which, if there be any, may poſſibly be recovered; and to take up, in an inverted order of dates, the Impreſts for the ſpace of the laſt twenty-five or thirty years, beyond which time it is conceived that, from the death of the parties, the loſs or confuſion of papers, and the obliteration of all memorials reſpecting the perſons and tranſactions to which they relate, it would be uſeleſs and indeed impoſſible to trace them.

Good effects of the Meaſures adopted.

Between March 1806 and January 1807, accounts amounting to £. 456,974. 18. 8½. have been finally ſettled.

Accounts amounting to £. 140,351. 19. 7. are alſo in great forwardneſs.

£. 555. 13. 9.
£. 663. 19. 9.

The effects on the liquidation of theſe Arrears of Accounts, produced by the meaſures we have thus deſcribed, have been ſuch, that ſince their adoption in March 1806 to the 22d January 1807, one hundred and thirteen Accounts, in which Impreſts were outſtanding to the amount of four hundred and fifty-ſix thouſand nine hundred and ſeventy-four pounds eighteen ſhillings and eight pence halfpenny, had been finally adjuſted; and that nine others, involving ſums to the amount of one hundred and forty thouſand three hundred and fifty-one pounds nineteen ſhillings and ſeven pence were in a ſtate of great forwardneſs; and it is a ſatisfaction to find, that notwithſtanding the immenſe amount of the Impreſts, taken together in thoſe Accounts which have lately been ſettled, the ſum of the Balances due to the Public is only five hundred and fifty-five pounds thirteen ſhillings and nine pence, while thoſe due to the parties, againſt whom the Impreſts ſtand, are ſix hundred and ſixty-three pounds nineteen ſhillings and nine pence. Thus far, therefore, it appears that the State is not likely to ſuſtain any loſs, unleſs, owing to the length of time which has elapſed ſince the expences were incurred, the circumſtances which occaſioned the expenditure ſhould not now be ſo fully known as they might have been if the Accounts had been examined ſoon after their delivery into Office; an inconvenience very likely to happen in the procraſtinated examination of Accounts.

Arrears prevented in the Tranſport Office.

Since the preſent arrangement of the buſineſs, we are aſſured that no Arrears have been ſuffered to accumulate, either in this or the other branches of the Tranſport Office;

Office; the balances being regularly ſtruck either on the death of the parties, or the diſcontinuance of their ſervices, or, if they happen to be Accounts ſtill open, at ſuch certain and early periods as may be practicable.

Under theſe circumſtances there ſeems to be every probability of all the outſtanding Accounts being ſpeedily adjuſted, and Arrears prevented in future.

Other arrangements have alſo been made in tranſacting the current buſineſs of the Sick and Hurt Branch, ſince it has been under the direction of the Tranſport Board, of which the following are the moſt material.

Other arrangements reſpecting this Branch.

To obviate the ſiniſter practices of Agents abroad which had heretofore prevailed, who frequently entered into Contracts or Agreements, ſtipulating that they ſhould laſt for a length of time, making erroneous repreſentations to Commanders in Chief upon the ſeveral ſtations, in order to obtain their ſanction to the meaſure, and which it had ſometimes not been in the power of the Sick and Hurt Board to terminate for years, thoſe Agents have been directed by the Tranſport Board to frame all Agreements, intended for continuance, in ſuch a form, but ſtill under the ſanction of the Naval Commanders, as may ſubject them to be cancelled within a fortnight upon the information of the Board's diſapproval of them.

New Regulations reſpecting Agreements with Agents and Contractors abroad.

No Diſburſements are now ſuffered to be incurred at home, without the previous approval of the Board, except in thoſe caſes where the meaſure can be juſtified by neceſſity, and admits of no delay, of which the earlieſt repreſentation is directed to be made for the approval of the Board: but caſes of this kind, we underſtand, rarely occur, and are never to any conſiderable amount.

Diſburſements at home not to be made without the approbation of the Board.

It appears to have been the looſe practice formerly to pay for Stores or Medicines, purchaſed on account of Hoſpitals and Hoſpital Ships, upon the mere preſentation at the Office of a Bill of Parcels, and of the ſimple Order of Supply, but without the production of any Vouchers for the actual delivery of the articles according to the order; it has, therefore, been determined by the Tranſport Board, that, in order to obtain payment, there muſt be laid before the Board ſpecial Receipts for all deliveries, and Certificates ſigned by the proper Officers to whom the deliveries were made, aſcertaining not only the quantity but the quality of the articles delivered, whether they are equal to ſample, where ſamples have been eſtabliſhed by contracts, or, in other caſes, teſtifying that they are good in their kind, and fit for Your Majeſty's Service.

Receipts and Certificates for Stores or Medicines purchaſed muſt be produced before payment.

The demands for Stores for the Hoſpitals had been generally ſupplied from London, too often without conſideration of the comparative prices on the ſpot, where they might frequently have been obtained at a lower rate, and without the additional expence and riſk of carriage; it appears therefore to be an economical Regulation of the Tranſport Board, when articles of ſupply are wanted, to require that a return ſhall be made out and tranſmitted, ſtating the date of the laſt ſupply of the articles demanded, the quantity actually ſupplied, the remains in Store, and the prices for which they may be purchaſed upon the ſpot; in order to enable the Board to judge of the propriety of the demand, and how far it might be expedient to direct their purchaſe at the place where demanded, or to ſend them from Town.

Stores may be purchaſed in the Country when they can be had cheaper than from London.

Appendix, No. 32.

In addition to this Regulation, the perſons receiving Stores or Medicines are now charged with them in Store Ledgers, eſtabliſhed by the Board, and proof of the due expenditure and remains muſt be exhibited before their Accounts can be paſſed in the Office.

Store Ledgers inſtituted as a Check againſt Abuſes.

We have been informed, that the Contractors for Victualling Hoſpitals abroad were permitted to draw Bills for the amount, repreſented to be due to them, at the expiration of every quarter of the year.

Contractors Accounts for Victualling Hoſpitals.

Thoſe Bills were required to be approved by the Surgeon of the Hoſpital only, and were then charged as Impreſts againſt the Contractors, and ſtood unbalanced till the final ſettlement of their Accounts. By this procraſtinating method, the Accounts continued open from year to year, and at laſt, from alteration of circumſtances, the death of the parties concerned, or other cauſes, the final adjuſtment became intricate and difficult, and the balances ſometimes irrecoverable. In order to prevent ſo great an evil, the Tranſport Board have eſtabliſhed the following Regulation; the Surgeon and Agent of each Foreign Hoſpital are required to tranſmit, as ſoon after the end of each quarter as poſſible, an Account, jointly teſtified upon oath, and approved under the ſignature of the Naval Commander in Chief or ſenior Officer; which Account muſt ſpecify the number of Patients victualled on each day of every month, whether upon full, half, or low diet, in diſtinct columns. Upon the receipt of this Statement at the Office, a Bill for the amount is ordered to be made out for the preceding quarter, ſo that each quarter's Account is regularly and finally cloſed, if the Vouchers be clear, in the courſe of the ſucceeding quarter, and unneceſſary Arrears are prevented.

How formerly kept.

How now kept.

Good Effects.

The Board, by theſe means, are enabled to deduct inſtantly any mulcts which it may be found right to impoſe, for breaches of Contracts or defects in their due performance, upon the repreſentations tranſmitted from the proper Officers, which either might be paſſed over in long Arrears of Accounts, or never could be enforced if omitted at the time.

Regulations reſpecting Bills of Exchange from abroad.

The Bills of Exchange from abroad are alſo placed under improved Regulations, which prevent the Officers, who are empowered to draw them, from deriving any advantage from the Rate of Exchange.

Contracts for ſupplying Foreign Hoſpitals.

Wherever there is the eſtabliſhment of a Foreign Hoſpital, the Board very properly cauſe the Proviſions and other neceſſaries to be ſupplied by Contract, entered into between themſelves, in behalf of the Crown, and the perſons who have made the loweſt Tenders of the articles preſcribed, in anſwer to public advertiſement. The form of

Appendix, No. 33.

ſuch Contracts is ſubjoined in the Appendix. But where there happens to be no Eſtabliſhment of the kind in a Port abroad, or any perſon appointed by the Board to take charge of Sick and Wounded Men, and when it becomes neceſſary to ſend them

Regulations for taking care of Sick Men on ſhore in Foreign Stations, where there is no Hoſpital.

on ſhore, the Captain, if the Ship be alone, or the Commander in Chief, or the ſenior Officer preſent, is to provide for their proper reception, and to contract for ſuch articles of food as may be ſuitable to their recovery, agreeably to the Twelfth Article, Chapter Fourth, of the Regulations and Inſtructions iſſued by the Board of Admiralty on the 25th January 1806, relative to ſending Sick Men from the Ship for cure; the Accounts for which Service, being examined and certified by him, are to be tranſmitted to the Tranſport Board for final adjuſtment and allowance.

In addition to the appointments which we have before noticed, it remains for us to ſpeak of ſome others which are not attached to any ſpecific Departments.

Duties of the Clerk for Stores and Medicines.

There is a perſon, entitled the Clerk for Stores and Medicines, whoſe Duty conſiſts in preparing Orders for the Medical Stores wanted for Your Majeſty's Ships and Hoſpitals; in keeping an Account of the ſame againſt the parties to whom they are iſſued; in examining the ſeveral Agents and Diſpenſers Accounts of Receipts and Iſſues; in preparing Certificates for the ſignature of the Board, to enable the perſons who have duly accounted to receive their pay; in comparing the Journals and Accounts of Surgeons, reſpecting their expenditures of Medicines and Stores, and in checking all waſtes and deficiencies, ſo that the Accountant may charge the parties with the ſame. He is allowed an Aſſiſtant for theſe Duties.

Duties of the Superintendent for Town Hoſpitals.

There is alſo a Clerk, denominated the Superintendent for Town Hoſpitals, who has the charge of conducting Sick and Wounded Seamen and Marines diſcharged from the Navy, who, on applying at the Admiralty, are ordered to be taken care of in the Town Hoſpitals of St. Thomas's, St. Bartholomew's, and Guy's Hoſpitals, and occaſionally to the Small Pox and Greenwich Hoſpitals, and inſane men to the Hoſpital of Bethlehem, and the private Mad-houſe at Hoxton.

The three firſt Hoſpitals he is ſtated to viſit three times in every week, and oftener if occaſion requires. He looks to the ſupplies of clothing and other neceſſaries for the men at theſe Hoſpitals, attends to the diſcharges, and ſees that all ſerviceable men, when recovered, are forwarded to their reſpective Ships, or diſpoſed of according to the Orders of the Board. He alſo viſits Out Patients, ſees that they are ſupplied, according to the rules preſcribed, with proper neceſſaries, and renders ſundry Accounts relative to thoſe Services, which, being firſt checked by the General Accountant, are ſubmitted to the inſpection and ſanction of the Board.

We find that the eſtabliſhment of a Soup-houſe, rented at Ratcliff Croſs, with a conſiderable apparatus for preparing Portable Soup for the Navy, has alſo been transferred from the late Sick and Wounded Office to the care of the Tranſport Board.

In this buſineſs are employed one Soupmaker, ſix Labourers, and three Women, for the making, drying, packing, and iſſuing the Cakes of Soup, according to Orders received.

Soupmaker's Salary.

The Soupmaker's Salary is one hundred pounds a year, with apartments contiguous to his buſineſs.

Abuſes in Hoſpital Tickets.

It was obſerved by the Commiſſioners of Enquiry, in their Seventh Report, dated 20th March 1788, that, on account of various Abuſes and Irregularities with reſpect to Hoſpital Tickets given to Seamen, both at home and abroad, a new Regulation concerning them was much wanted; and therefore it is neceſſary to obſerve, that no

How prevented.

Abuſes of this kind appear at preſent to exiſt, having been effectually prevented by the Statute, chap. 33. enacted in the thirty-ſecond year of Your Majeſty's reign.

Commanding Officers required to produce Certificates of their

It is alſo worthy of obſervation that the Commanding Officers of Your Majeſty's Ships, under the rank of Admiral, are required to produce Certificates from the

Tranſport

Transport Board, that no Impreſt ſtands againſt them, before they can receive their pay; but as Admirals uſually have the power of creating more expences, and drawing for larger ſums than Commanding Officers under the rank of Admirals, we do not think that the Admirals ſhould have been excepted from this rule, and therefore we recommend that in future the Regulations ſhould extend to them as well as to the other Officers in Your Majeſty's Service.

Impreſts being cleared before they can receive their pay.

Reaſons why Admirals ſhould do the ſame.

The allowance, called Queen Anne's Bounty, or Free Gift, to the Surgeons of the Navy, for the purpoſe of enabling them to provide Medicines for the uſe of the Crews belonging to the Ships in which they were ſerving, has been diſcontinued, in conſequence of an Order in Council of 23d January 1805, and the neceſſary Medicines are now provided at the Public Expence. This Regulation is found not only to be economical, but enſures a proper aſſortment in point of quality of the Medicines, &c. that are really needful.

Queen Anne's Bounty diſcontinued.

Medicines in lieu thereof provided at the Public Expence.

Advantages.

The following Table may ſerve to explain this matter:—

Statement ſhewing the Savings by the year.

EXPENCE of MEDICAL STORES for a Ship for one Year, from the time of its being put in Commiſſion.

FORMER ESTABLISHMENT.

	First Rate.	Second Rate.	Third Rate.	Fourth Rate.	Fifth Rate.	Sixth Rate.	Sloops.
	£. s. d.	£. s. d.	£. s. d.	£. s. d.	£. s. d.	£. s. d.	£. s. d.
Queen Anne's Bounty or Free Gift - -	62 4 5	55 18 11	43 8 1	33 7 4	28 7 0	25 16 10	18 18 10
Gratuitous Medicines -	56 8 0	49 7 0	42 6 0	21 3 0	17 12 6	10 11 6	7 1 0
TOTAL per Annum	118 12 5	105 5 11	85 14 1	54 10 4	45 19 6	36 8 4	25 19 10

PRESENT ESTABLISHMENT

On which Ships are firſt ſupplied, and afterwards according to occaſion, the Remains being duly accounted for.

	First Rate.	Second Rate.	Third Rate.	Fourth Rate.	Fifth Rate.	Sixth Rate.	Sloops.
	£. s. d.	£. s. d.	£. s. d.	£. s. d.	£. s. d.	£. s. d.	£. s. d.
Expence of Medicines on the firſt Outfit -	94 6 4	78 2 12	64 5 6	34 3 7	29 2 3	15 2 11	12 6 4
Utenſils, Bottles, &c to contain Medicines	9 2 6	9 2 6	8 4 3	5 10 9	5 1 5	3 17 1	3 17 1
TOTAL - - -	103 8 10	87 5 5	72 9 9	39 14 4	34 3 8	19 0 0	16 3 5

It is to be obſerved that the *Free Gift* was a certain *annual* expence; whereas the Medicines being now ſupplied in kind, they are not conſidered as intended to ſerve only for the year, but the Remains at the end of the year are brought forward in the account for the enſuing year, and charged againſt the parties to whom they have been ſupplied; for, generally, not more than half of the above ſum is annually laid out in the purchaſe of Medicines, unleſs upon extraordinary occaſions.

Further Advantages.

Remains now brought forward.

PART III.

BRANCH for PRISONERS of WAR.

Its general Duties.

THE Duty of the Tranſport Board, as far as regards this Branch, is to provide proper places of Confinement, Proviſions, Bedding, and Neceſſaries for Priſoners of War; to negotiate their Exchange, and provide Cartel Ships for tranſporting them to their places of deſtination, and for bringing back Britiſh Priſoners in return; to pay all expences attending ſuch Services; and to examine and paſs the Accounts of all perſons employed in the execution thereof.

When united to the Tranſport Board.

Reaſons.

This Branch was attached to the Office for Sick and Wounded Seamen, until the beginning of the year 1796, when, from a conſideration of the weight of buſineſs and growing arrears in that Office, it was thought proper by Government to tranſfer that Duty to the Tranſport Board; which Board, being compoſed of three Sea Officers, and two other Commiſſioners, was conſidered as more competent to the management of the concerns relating to Priſoners of War, than perſons of the habits of thoſe who compoſed the Board for the care of Sick and Wounded Seamen, two of whom were Phyſicians.

Great Arrears

liquidated in 1802.

Previouſly to this tranſfer, the Accounts in the Branch for the care of Priſoners of War had, like thoſe in the other Departments of the Sick and Wounded Office, been ſuffered to run very much into Arrear, but we have the ſatisfaction to learn, that, under the conduct of the Tranſport Board, all the Balances, excepting a very few foreign Accounts, either under legal inveſtigation, or kept open from the default of Vouchers, or abſence of parties, had been ſtruck within a few months after the Treaty of Peace was ſigned at Amiens.

1806. Accounts of Sick Priſoners of War now united to thoſe of Priſoners in Health.

Good effects.

Since the junction of the Sick and Wounded Office with the Tranſport Board, the Accounts for Sick Priſoners of War have been annexed to thoſe for Priſoners in Health, by which meaſure all charges incurred for Priſoners of War become one clear and diſtinct buſineſs; whereas, before that union, the Accounts relating to Sick Priſoners were rendered to the Office for Sick and Wounded Seamen, and thoſe for Priſoners in Health to the Tranſport Office.

Unneceſſary Eſtabliſhments diſcontinued.

Before the annexation of the Branch for Priſoners of War to the Tranſport Board, a number of unneceſſary Eſtabliſhments in Towns upon the Coaſt had been formed for the reception of Priſoners, attended with a very conſiderable expence for ſalaries, and with much inconvenience and charge for the removal of Priſoners upon various occaſions, either for greater ſecurity, or for exchange by cartel. The Tranſport Board, therefore, propoſed to the Lords Commiſſioners of the Admiralty, and were authorized by them, to reduce thoſe unneceſſary Eſtabliſhments, and at preſent the only places appointed for the reception of Priſoners in the United Kingdom are the following:

Places for reception of Priſoners of War.

On the SEA COAST.

Portſmouth - - } in Priſons and Priſon Ships.
Plymouth - - }
Chatham - - - - in Priſon Ships only.
Yarmouth, and
Greenock.

WITHIN LAND.

Stapleton, near Briſtol.
Normon Croſs, near Stilton, and
Greenlaw, near Edinburgh.

For Priſoners of War on *Parole* the following Towns are appointed:

Launceſton,	Aſhby de la Zouch,
Moreton Hampſtead,	Cheſterfield,
Crediton,	Thame,
Tiverton,	Odiham,
Wincanton,	Biſhops Waltham,
Lichfield,	Montgomery,
Leek,	Brecon, and
Aſhbourn,	Peebles.

Excepting

Excepting in cafes of emergency, no Prifoners are received into the charge of the Tranfport Board but fuch as are delivered to the Agents ftationed at one or other of the above-mentioned Towns upon the Coaft, whether from Men of War or Privateers; and by the laft Code of Admiralty Inftructions, all Captains of Ships are directed to deliver, with the Prifoners, to the Board's Agent at the place, a Lift of their names, the name of the Veffel in which they were taken, the day they were firft victualled on board, and the day of landing; and, upon foreign ftations, it is enjoined by the fame Inftructions to Commanders in Chief, to order fome Officers of their refpective Squadrons frequently to mufter all Prifoners, both on parole and in confinement, to check the Lift of Prifoners landed, according to the Agent's Accounts, by thofe delivered by the Captains of the Ships from which they were landed, in order to afcertain their agreement, before the Agents are authorized by fuch Commanders in Chief to draw any bills on the Tranfport Board, who are likewife to receive from thofe Commanders atteſted Copies of the Lifts and Returns from the Officers by whom the Prifoners had been muftered.

Prifoners not received at other Places except in cafes of emergency.

Lift of names, &c. required from Captains, &c.

Muſter of Prifoners.

There not being fufficient room in the Prifons on fhore in England for the number of people in captivity, it has been found neceffary, during the laft and prefent war, to order feveral Line of Battle Ships in ordinary to be fitted for the reception of the overplus.

Not fufficient room in the Prifons.

The Ships, and the numbers of Prifoners on board them, were as follows, according to the laft Accounts which we have feen.

Ships in Ordinary converted into Prifon Ships.

PLACE.	SHIPS.	Number of Prifoners.
PLYMOUTH	Bienfaifant	462
	San Yfidro	689
	San Nicolas	691
	Europe	389
	Genereux	639
	Hector	653
	Panther	474
	Oifedu	None.
PORTSMOUTH	Suffolk	747
	Guildford	742
	Prothee	615
	Crown	641
	Vigilant	656
	Affiftance	784
	San Damafo	912
	San Antonio	None.
CHATHAM	Sandwich	708
	Buckingham	541
	Rochefter	525
	Briftol	345
	Bahama	36
		11,249

Many difadvantages, however, attend the converfion of Ships of War into Prifon Ships; the expence of fitting them out in the firft inftance is enormous, and, when fo fitted, they are continually requiring repairs, which create an additional charge.

Great expence of Prifon Ships.

By an Account, furnifhed at our defire by the Navy Board, it appears that, from the commencement of laft war in 1792 to 5th March 1805 the expence of fitting Prifon Ships amounted to one hundred and thirty thoufand one hundred and fifty-five pounds, and from that time to the end of the year 1806 to twenty-eight thoufand one hundred and fifty-one pounds more, making a total fum of no lefs than one hundred and fifty-eight thoufand three hundred and fix pounds for fitting Prifon Ships in the courfe of fifteen years. In a time of active war our Fleets muft require fuch frequent repairs that the Shipwrights can be but ill fpared from the execution of that Service to fit out Prifon Ships.

Appendix, No. 34. Between 1792 and March 1805, the expence amounted to £. 130,155.

Appendix, No. 35. From March 1805 to December 1806, to £. 28,151.

Total expence in fifteen years, £. 158,306.

In Other Inconveniences.

Appendix, No. 36. Comparative Statement of Priſons and Priſon Ships.

Twenty-one Ships, containing 11,249 Priſoners.

Annual expence of the Seamen on board them, £.33,637. 3. 3.

Of the Marines, £.34,597. 3. 1.

In addition to the expence of fitting out Priſon Ships, the charge of maintaining them is very great, compared with what is incurred in taking care of Priſoners on ſhore. There are now twenty-one Ships employed as Priſon Ships, containing eleven thouſand two hundred and forty-nine Priſoners. The expence of Wages and Victuals for the Crews of the Priſon Ships alone, without the Priſon Hoſpital Ships, of which there are three (after deducting the charge for the Warrant Officers, who would at all events belong to the Ships, if they were not employed as Priſon Ships), amounts to thirty-three thouſand ſix hundred and thirty-ſeven pounds three ſhillings and three pence per annum, beſides the value of the Wages and Victuals of the Marines employed to guard them, the annual expence of which amounts to thirty-four thouſand five hundred and ninety-ſeven pounds three ſhillings and one penny: And though the Priſoners on ſhore muſt be guarded by Troops, which might be conſidered as a counter-balance againſt the charge for the Marines on board the Priſon Ships, yet, as the Troops on ſhore may, we preſume, always be Militia Regiments, who can eaſily be ſtationed at thoſe Priſons as well as any where elſe, no additional expence will on that account be incurred. The charge, therefore, of Wages and Victuals for the Marines may, we think, fairly be conſidered as an additional expence attendant upon the Priſon Ships.

Total expence of Crews and Marines per ann. £.68,234. 6. 4.

Two Priſons, containing 10,500 Priſoners.

Expence only £.2,850

The total amount, therefore, of the expence of maintaining the twenty-one Priſon Ships before-mentioned may be eſtimated at ſixty-eight thouſand two hundred and thirty-four pounds ſix ſhillings and four pence per annum, whereas at the two Priſons on ſhore, at Stapleton and Norman Croſs, which will contain ten thouſand five hundred Priſoners (nearly as many as the Priſon Ships before-mentioned) the annual expence of the Eſtabliſhment for Priſoners in Health is no more than two thouſand eight hundred and fifty pounds.

Other diſadvantages of Priſon Ships.

Government deprived of the Services of 543 Seamen and 768 Marines.

But it is not only the additional expence incurred by the ſyſtem of keeping Priſoners on board Ships, which proves that ſyſtem to be diſadvantageous. The number of Officers and Seamen eſtabliſhed on board thoſe twenty-one Priſon Ships is five hundred and forty-three, and the number of Marines ſeven hundred and ſixty-eight; and thus our Fleets, it is obvious, are deprived of the Services of thoſe men at a time when they are much wanted for manning our Navy.

Priſon Ships not ſo durable as Priſons.

But, even after having incurred this expence and ſubmitted to theſe diſadvantages, the Priſon Ships will laſt only a few years, whereas Priſons on land will laſt for a conſiderable length of time, and obviate all the inconveniences we have enumerated as attendant upon the ſyſtem of keeping Priſoners on board Ships.

Priſon building at Dartmoor to contain 5,000 Priſoners.

One or two more recommended.

One Priſon is now building at Dartmoor to contain about 5,000 Priſoners, which will tend to diminiſh the evils we allude to; one or two more of the ſame deſcription would probably render Priſon Ships altogether unneceſſary.

Laſt war the Priſoners generally amounted from 30 to 34,000, notwithſtanding a Cartel being eſtabliſhed.

During the two or three laſt years preceding the Peace of Amiens, the Tranſport Board had in charge a number of Priſoners at home and abroad, fluctuating generally from thirty to thirty-four thouſand men, notwithſtanding the operations of an eſtabliſhed Cartel, which allowed the conſtant exchange of man for man, rank for rank, and at the ſame time permitted all Officers to retire to their reſpective countries, upon condition of not ſerving until regularly exchanged.

Since the renewal of the war, however, the preſent French Government has conſtantly rejected every overture for the re-eſtabliſhment of a Cartel, and detained all deſcriptions of perſons, civil and military, who were in France when the war broke out, or who have been captured ſince then, though a very different conduct has been obſerved on the part of this country, for about three thouſand French Priſoners and Invalids, non-combatants, captured by us, have been permitted to return home.

The Proviſions for the Priſoners in confinement are ſupplied upon Contract, at a certain ſum for the ration preſcribed, which Contract is made upon the loweſt Tender offered in conſequence of public advertiſements, and the other principal neceſſaries are ſupplied in the ſame manner. Copies of the uſual Contracts will be found in the Appendix.

Appendix, No. 37, 38, 39, 40. Coſt of Priſoners of War in 1806, £.412,651. 16. 6.

The Priſoners on parole at the ſeveral Depôts have an allowance in money; the Commiſſioned Officers one ſhilling and ſixpence, and the reſt one ſhilling per diem.

The whole charge of maintaining, clothing, and ſupplying with Medicines, Stores, &c. the Priſoners of War, for the year 1806, amounted to the ſum of four hundred and twelve thouſand ſix hundred and fifty-one pounds ſixteen ſhillings and ſixpence.

At the end of March 1807 the number of Priſoners in Great Britain ſtood as follows: Number of Priſoners in March 1807, 30,293.

French - - - - -	23,699
Spaniſh - - - - -	2,937
Dutch - - - - -	2
In the Weſt Indies, at Malta, and Halifax,	
French - - - - -	2,840
Spaniſh - - - - -	815
Dutch - - - - -	none.

Upon a Review of the whole buſineſs of the three principal Branches of which the Tranſport Office conſiſts, we ſubmit to Your Majeſty the following obſervations. Review of the Buſineſs under the Tranſport Board.

Undoubted facility and advantage having been experienced by the Navy Board, in the tranſaction of their buſineſs, by dividing it into diſtinct Committees; we think, judging from this example, as well as from the evident reaſon of the meaſure, that it will be expedient alſo for the Tranſport Board to be divided, in like manner, into particular Committees; and though, upon the examination of the Chairman and Secretary of the Tranſport Board, we find that they are decidedly of opinion, with reſpect to the buſineſs itſelf, that the Members collectively are equal to the diſcharge of it, by an unremitted attention from day to day, and that the advantage of Committees is now really obtained, by the reference of thoſe ſubjects, which require more than ordinary attention, to the profeſſional or particular Members beſt qualified to judge of them; yet we are perſuaded that a more cloſe inveſtigation might be made not only into ſome but into all matters of buſineſs, eſpecially Accounts, if the whole were committed to the examination and adjuſtment of Committees, and references made of difficult or doubtful matters to the Board collectively, according to the preſent manner of conducting buſineſs at the Navy Board. Tranſport Board recommended to be divided into Committees. Reaſons.

It has been objected that, as the Sea Officers are ſometimes called away for the inſpection of Tranſports and other Duties, for the performance of which they are profeſſionally competent, and that as the Chairman is often obliged to attend the ſeveral great Officers of State, the Committees would in that caſe be broken, and the buſineſs liable either to delay or to a partial and inaccurate inveſtigation; that the Chairman and Members in general would not be ſo well acquainted with the whole buſineſs as they now are; that when any particular points relative to Ships, Stores, Demurrages, and other Sea affairs, require profeſſional conſideration, or matters of Accounts, Correſpondence, and the more internal Duties of the Office, are the ſubjects of ſpecial attention, they are now referred to the Sea or to Civil Commiſſioners reſpectively, according to the nature of the caſe, who ſubmit their opinion, and the reaſons of it to the whole Board, for their final deciſion; that the additional expence of an Under Secretary to one at leaſt of the Committees muſt unavoidably be incurred, and that, from the experience already obtained, there has been found no difficulty in getting through the whole of the current buſineſs in the courſe of the day. Objections diſcuſſed.

It muſt be owned that there is ſome weight in theſe objections; but, when it is conſidered, on the other hand, that three Members duly qualified are ſufficient for the minute inveſtigation of Papers, Documents, Vouchers, and every thing which requires a patient and undiſtracted attention, and conſequently that by dividing the ſix Members, who now compoſe the Tranſport Board, into two Committees, the advantage of two Boards inſtead of one will be in a manner obtained, by which means, inſtead of the ſubjects which are now occaſionally referred to the conſideration of the Members deemed the beſt qualified to judge of them (thus forming as it were occaſional ſpecial Committees), all matters of buſineſs will derive that advantage, which at preſent is only extended to thoſe caſes of ſpecial reference; we are perſuaded that in this reſpect Committees muſt have a decided advantage. In the buſineſs of Accounts, and eſpecially Accounts of ſuch variety and magnitude as are thoſe of this Office, where a ſmall error or imperfect obſervation may lead to heavy charges; where Vouchers for expenditure require a ſerious and critical examination; and where, it is poſſible, that in a buſineſs tranſacted by a number of hands, ſome frauds or at leaſt miſtakes may be expected; the expence of a perſon acting as an additional Secretary would be but ill ſaved, in counter-balancing the advantages which might be derived from his appointment. The Chairman likewiſe would be enabled to receive information from either of the Committees, as he muſt now do from the Board, of the circumſtances which may have occured during his abſence, whenever they become objects of his enquiry, without diſtracting his attention from the more important parts of his Duty; and, with reſpect to the current buſineſs, both he and the Members of each Committee will be ſufficiently Arguments in favour of Committees.

ſufficiently informed by aſſembling every morning to hear the Letters of the day read, and by the Reports and Minutes of the Committees. The Chairman will alſo preſide, according to the cuſtom of the Navy Board, at each Committee, whenever he thinks it fit or neceſſary; but, from his profeſſional knowledge, he ſhould particularly attend to the Tranſport Branch, as the moſt weighty and important in itſelf, and moſt connected with the great Officers of State.

Buſineſs under the Tranſport Board in general well conducted.

It is true that the Tranſport Board, having been inſtituted but very recently, compared with the other Boards which have come under our conſideration, we have found the buſineſs in that Office free from thoſe great arrears and irregularities which we have had occaſion ſo much to lament in the Navy Office, and the late Office for Sick and Wounded Seamen, and ſhall find it neceſſary again to notice when we come to ſpeak of the Victualling Office; but the examples of thoſe Boards ſerve to ſhew, that the irregularities and errors in management, which have been ſo often the ſubject of animadverſion, have ariſen principally from the want of timely meaſures being taken, which ought to have been done, to guard againſt what could not fail to happen, in proportion as, in the progreſs of time, the increaſed ſcale of the Naval Service came to exceed the means provided for managing it in a proper manner; and therefore the alterations, which we now propoſe in regard to the Tranſport Board, are intended, by a timely proviſion, to guard againſt thoſe evils which the examples of the other Boards evince are apt too often to ariſe, if not prevented by foreſight, rather than to correct any errors and inconveniences now in exiſtence that have come to our knowledge.

But ſtill proper to guard againſt falling into irregularities.

Two Committees propoſed.

We propoſe, therefore, that the Tranſport Board ſhall be divided into two Committees, each conſiſting of three Members, the one for the two Branches of Tranſports and Priſoners of War, and the other for Sick and Wounded Seamen, with the Hoſpitals, Hoſpital Ships, and all circumſtances connected with that Branch.

Committee for Tranſports and Priſoners of War.

The firſt Committee to be ſtyled, Committee for Tranſports and Priſoners of War, and to conſiſt of,

1. The Chairman, a Sea Officer.
2. A Civil Commiſſioner, and
3. A Commiſſioner, a Sea Officer.

Secretary to the Board.

Committee for Sick and Wounded Seamen.

The ſecond Committee to be ſtyled, Committee for Sick and Wounded Seamen, and to conſiſt of,

1. The firſt Commiſſioner of the Committee, a Civil Commiſſioner.
2. A Phyſician.
3. A Commiſſioner, being a Sea Officer.

Secretary to the Committee.

This arrangement will not only ſerve for the Board, as the Members ſtand in the preſent Commiſſion, but is the one which, in our opinion, ſhould at all times exiſt, namely, that there ſhould be two Sea Officers and one Civil Commiſſioner in the firſt Committee; and in the ſecond, one Sea Officer, one Phyſician, and one Civil Commiſſioner; and that, in point of precedence at the Board, they ſhould rank ſeverally after the Chairman of the Board and Chairman of the Committee, according to ſeniority of appointment.

In conſequence of this arrangement, the following Regulations become neceſſary:

Chairman to ſuperintend both Committees.

The Chairman ſhall ſuperintend the proceedings of both Committees, and, whenever it ſhall be neceſſary, preſide thereat.

Firſt Commiſſioner of the Committee for Sick and Wounded Seamen to be appointed, by the Admiralty, from the junior Members of the Board.

The firſt Commiſſioner of the Committee for Sick and Wounded Seamen ſhall be ſelected and appointed, by the Lords Commiſſioners of the Admiralty, from among the junior Members of the Board, whoſe length of Service, or ſuperior abilities, may render him the moſt eligible for that ſituation.

In the event of the abſence of one of the Members of either of the Committees, the Chairman of the Board ſhall either cauſe the buſineſs allotted to him to be tranſacted by the remaining Commiſſioners, or appoint ſuch Member of the other Committee to ſupply his place, or make ſuch other arrangement as he ſhall judge moſt conducive to the benefit of the Public Service.

Firſt Commiſſioners ſhall diſtribute the Buſineſs in their reſpective Committees.

The Chairman of the Board in the Committee for Tranſports and Priſoners of War, and the Chairman, with the aſſiſtance of the firſt Commiſſioner in the Committee for Sick and Wounded Seamen, ſhall diſtribute the Buſineſs to be performed, and the Accounts to be examined in each Committee, among the different Members thereof, ſo that each Member may have a certain portion of Buſineſs to tranſact; ſuch diviſion of Buſineſs to be approved by the Board, and a new diſtribution thereof ſhall be made whenever a change takes place in the Members of a Committee.

In

In order to enſure the tranſmiſſion of all Periodical and other Returns, upon which the proper management of the general Syſtem very much depends, the examination of a certain number thereof ſhall be given to each Member, who ſhall take care that the ſaid Returns are duly tranſmitted, ſo that the whole of them may come under the view and inſpection of ſome one Member of a Committee, who ſhall ſign his initials to ſuch Returns, in proof of their having undergone his examination.

Each Member ſhall ſee to the regular tranſmiſſion of a certain number of Periodical Returns,

Each Member ſhall attend to the progreſs of that portion of Buſineſs aſſigned to him, and completely examine into every matter (particularly every Account) which he takes in hand, from the beginning to the end, by which means every ſubject brought before the Committee will be more accurately inveſtigated than if a part of it were examined by one Member and a part by another.

and attend to the examination of the Buſineſs aſſigned to him

Whenever any thing, not authorized by preſcribed Regulations or ſanctioned by eſtabliſhed cuſtom, ſhall occur, or whenever any doubts ſhall ariſe in the mind of the individual Commiſſioner, to whom the examination of an Account or the conducting of a certain portion of the Buſineſs has been committed, reſpecting the propriety of any circumſtance which may come before him for inveſtigation, ſuch Commiſſioner ſhall ſubmit the ſame to the conſideration of the Committee; and in thoſe caſes (which will comprehend the admiſſion of unuſual Charges in Accounts, and Expenditures of Stores, as well as directions for payments out of the common courſe) the Reſolutions of the Committee upon them ſhall be invariably ſubſcribed with the initials of the names of the Members then preſent, and no Document of this deſcription ſhall be deemed authentic without the initials of two Members; but the Minute for the final paſſing of all Accounts, whether of Caſh or Stores, ſhall be invariably ſigned by three Commiſſioners.

Unuſual Charges in Accounts to be ſubmitted to the Committees,

and not to be allowed without the ſignatures of two Members at leaſt.

As far as circumſtances will admit, each Member ſhall ſign the Order that may have relation to the particular portion of Buſineſs placed under his immediate ſuperintendence.

Each Member to ſign the Orders relating to his portion of Buſineſs.

In caſes of importance, difficulty, or doubt, the Committee for Sick and Wounded Seamen ſhall, whenever they judge it neceſſary, have recourſe to the advice and aſſiſtance of the Chairman; but if, nevertheleſs, doubts ſhall ſtill remain on points before either of the Committees, then the ſenſe of the Board at large ſhall be taken thereupon.

Committee for Sick and Wounded Seamen to refer difficult Matters to the Chairman, or to the Board if neceſſary.

The Chairman of the Board in the Committee for Tranſports and Priſoners of War, and the firſt Commiſſioner in the Committee for Sick and Wounded Seamen, ſhall have the ſuperintendence and direction of the Buſineſs required to be tranſacted in thoſe Committees, and be accountable for any Arrears that may occur.

The Chairman and the Firſt Commiſſioner of the Committee for Sick and Wounded Seamen, to be accountable for Arrears in their reſpective Committees.

The Members ſhall proceed to Buſineſs on each day at eleven o'clock in the forenoon at the lateſt, at which hour, or as ſoon after as the arrival of the Poſt and neceſſary preparation of the Letters will admit, all the Members ſhall aſſemble in the Board Room to hear the Correſpondence of the day read; thoſe Letters which relate to the Buſineſs of the Committees ſhall be referred to them reſpectively, to be acted upon, and, immediately after the Correſpondence of the day ſhall have been read, the Members ſhall repair to their Committees, and proceed in tranſacting the Buſineſs allotted to them reſpectively.

Board to meet at 11 o'clock to hear the Letters read, and then repair to their reſpective Duties.

There ſhall be two general Board Days in each Week, namely, Tueſday and Friday; and, on theſe days, it ſhall be the Duty of the Board to hear the Minutes of the Committees read, in order that every individual Member may be afforded the opportunity of having a general knowledge of every thing that is done in thoſe Committees, and of bringing into diſcuſſion any tranſaction of a Committee which may appear to him objectionable, or to require further elucidation; and, if nothing objectionable appear, the Board ſhall approve of the ſaid Minutes.

General Board Days Tueſdays and Fridays.

Minutes of the Committees to be read,

and approved if unobjectionable.

The Board ſhall alſo take into conſideration, and decide upon, all ſuch Matters as ſhall have been deemed of ſuch Importance, by the Committees, as to make it neceſſary to refer the ſame to the Board at large for their opinion and deciſion, and alſo to perform all ſuch other Buſineſs as may require the attention and determination of the whole Board.

Board to decide upon Matters of Importance.

All Contracts and Agreements (thoſe for Secret Services only excepted, which are to be entruſted to the Chairman) ſhall alſo be made by the Board at large, either on the general Board Days, if the ſame can be done without interfering with the Buſineſs of the day, or on ſuch other days as the Board, at its diſcretion, may think proper to ſet apart for that purpoſe, according to the nature, importance, and extent of the Contract or Agreement about to be made.

Contracts and Agreements to be made by the Board.

Chairman may assemble the Board on other days when Matters of Importance occur.

Although the days above-mentioned be ſet apart for regularly aſſembling the whole Board, yet the Chairman ſhall have authority to call the Members together and form a Board, whenever any circumſtance may occur upon which a prompt deciſion of the Board at large ſhall be neceſſary; and, whenever either of the Committees may have before them any Matter requiring the conſideration and determination of the whole Board, the deferring of which to a regular Board Day might in any material degree impede their proceedings, they ſhall apply to the Chairman to call the Members together to decide, without delay on the Matter in queſtion.

As ſoon as the Buſineſs of the Board is finiſhed, the Members are to repair to their reſpective Duties.

As it may, however, often happen that Buſineſs, requiring the conſideration of the whole Board, may not be of a nature to occupy the attention of the Members during the whole of the day, in thoſe caſes the Board ſhall be diſſolved as ſoon as the Matters which demanded their attention ſhall be diſpoſed of, and the Members, compoſing the Committees, ſhall repair to the execution of the Duties ſpecially allotted to them reſpectively.

Attention to Buſineſs enjoined.

The other days in the week, viz. Monday, Wedneſday, Thurſday, and Saturday, and ſuch parts of the general Board Days as may not demand the attention of the Members in their collective capacity as a Board at large, ſhall be aſſigned to the performance of the Duties to be tranſacted in the reſpective Committees.

Agency prohibited.

The Commiſſioners of the Tranſport Board, and all Officers, Clerks, and other perſons belonging to the Department, whether in London, at the Out Ports, or at places abroad, ſhall be prohibited from acting as Agents, or from being concerned in any Agency buſineſs for any perſon or perſons whomſoever.

Commiſſioners to take an Oath for the faithful diſcharge of their Duties.

It being uſual for the Great Officers of State, and many other perſons employed under Government, to take an Oath on their appointment, before a Baron of the Exchequer, for the juſt and faithful execution of the Duties of their Office, we recommend that the Commiſſioners of the Tranſports be required to do the ſame.

Clerks to take an Oath and give Bond. App. No. 41. App. No. 42.

The Clerks ſhall alſo be required to take an Oath, and execute a Bond, agreeably to the forms preſcribed in the Appendix.

Poſtage on Office Buſineſs only to be allowed.

The Poſtage of no Letter whatever ſhall be charged in the contingent Account of the Poſtage of the Office, the contents of which ſhall not relate to the Public Service, and one of the Commiſſioners, or the Secretary, ſhall put his initials on all Letters, the Poſtage of which is to be paid.

Concluſion.

App. No. 43.

Before we conclude this Report, we think it right to mention, that ſoon after our Seventh Report was preſented to Your Majeſty, containing Inſtructions for the two great Royal Hoſpitals at Portſmouth and Plymouth, we received a Letter from the Commiſſioners for conducting the Tranſport Service, ſtating, "that there being no "Return tranſmitted to that Office, by which the daily Iſſue of Proviſions and Ne- "ceſſaries at the Hoſpitals could be examined or checked in any way whatever, they "were deſirous that ſo eſſential a Duty ſhould be no longer deferred; and they there- "fore requeſted that we would furniſh them with Copies of the Forms in which we "propoſed that theſe Accounts ſhould be kept, in order that they might give directions "for their being immediately brought into uſe."

On receipt of this application, which points out ſo forcibly the great neceſſity there is for Regulations for this Branch of Your Majeſty's Service, we thought it our Duty to comply with the requeſt which it contained.

With the preſent Report, we propoſe Inſtructions for the Inſpectors of Hoſpitals—their Duties, which are of a very uſeful and important nature, being cloſely connected with thoſe of the Board which form the ſubject of this Report; and in a future Report, which is nearly ready, we ſhall give Inſtructions for the Officers of the ſmall Hoſpital Eſtabliſhments at home and abroad.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
WM. DOMETT, (L. S.)

Office of Naval Reviſion,
25th June 1807.

Mr. SERLE, being a Member of the Tranſport Board, has thought it right not to put his name to this Report.

A Copy.
John T. Briggs,
Secretary.

INSTRUCTIONS
For the INSPECTORS of Hoſpitals, &c.

BY The Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War.

1.

WHEREAS, conformably to the Inſtructions received by us from the Lords Commiſſioners of the Admiralty, you have been appointed, by our Warrant, Medical Inſpector of Sick and Wounded Men in the Naval Hoſpitals, and Marine Infirmaries in His Majeſty's Ships in Commiſſion, Priſon Ships, Priſon Hoſpital Ships, and Priſons for Priſoners of War, and to have for your immediate ſuperintendence ſuch diſtrict or ſtation as we may from time to time direct; you are hereby required to attend to ſuch directions, relative to your viſiting them, as we may deem expedient for the good of the Service, taking care to execute the ſame with the ſtricteſt punctuality and diſpatch, and obſerving, upon your viſit to an Hoſpital, or to any of His Majeſty's Ships, to preſent yourſelf to the Governor or Captain, or other Commanding Officer, in order that you may be received with due attention; and that he may give you every neceſſary aſſiſtance, and cauſe the reſpective Officers whom you may require to attend you, for the purpoſe of communicating all requiſite information reſpecting the general management and internal economy of the Hoſpital or Ship, both for enabling you to judge of the propriety with which the whole is conducted, and to carry the more effectually into execution the Duties of your Office.

General Duties preſcribed by Warrant of Appointment.

To obey the directions of the Tranſport Board.

2.]—You will be furniſhed, from time to time, with a Return of the Sick in the Ships and Hoſpitals under your immediate inſpection, and ſhould you diſcover in thoſe Reports any circumſtance, reſpecting the ſtate of the Hoſpitals, Priſons, or Ships, in which you may be of opinion that your preſence would be uſeful, you are to repreſent the ſame to us, and wait our directions thereon.

To have Returns ſent to them, in order that they may judge when their preſence is requiſite.

3.]—You are, on all occaſions, in the preſence of the Phyſician and his Aſſiſtant, or the Surgeon and his Aſſiſtants, carefully to examine into the treatment of each of the Patients committed to their care, and, if their practice ſhall appear to you to have been injudicious or inefficient, to direct ſuch a mode of treatment as you may conceive beſt calculated for the removal of the complaints, explaining your reaſons to them for ſo doing, and giving us the earlieſt information thereof, in order that we may judge of the propriety of the ſame.

To be accompanied on their Viſitations by the Phyſician or Surgeon of the Hoſpitals at Home.

To correct and report injudicious Treatment.

4.]—As the expeditious recovery of the Patients muſt greatly depend on their Diet, you are, on all your viſitations, to be particularly careful in examining every article of proviſions as well as the wine, and other comforts allowed them, to ſee that they are of a proper quality and quantity; that they are well cooked; that the Patients are not defrauded of any part of them; that the weights and meaſures are agreeable to the ſtandard; and likewiſe that the Patients are put on ſuch claſſes of Diet as ſhall appear to you beſt calculated to accelerate their recovery.

To examine the Diet particularly, both as to quality and quantity.

5.]—You are, on every occaſion, ſcrupulouſly to enquire into the general ſtate and preſervation of the Hoſpital and Priſon Stores, in order to be ſatisfied that all ſuch as are not in uſe be properly arranged, and depoſited in ſuch dry and eligible ſituations as may enſure them from being damaged, and that they be aired when neceſſary, whilſt thoſe that are in uſe are carefully applied to their appropriate purpoſes, and that no waſte, embezzlement, or improper expenditure thereof takes place.

To enquire into the ſtate of the Stores.

6.]—Although the Medicines ſupplied by the Board are, in all poſſible caſes, furniſhed from Apothecaries Hall, and therefore have the character of being genuine, yet you are, notwithſtanding, to inſpect them as often as may be, and to report upon any adulteration which you may be able to diſcover. You are alſo carefully to examine into the due execution of all the Contracts entered into by the Board, more particularly thoſe that regard the Victualling of the Patients, and to compare all new ſupplies of Stores with the ſealed Samples, which you will find lodged at the different Medical Eſtabliſhments for that purpoſe; giving us the earlieſt information of any abuſe or failure in the ſaid Contracts, in order that the parties may be mulcted for the ſame, or freſh Contracts entered into, as the caſe may require.

To examine the Medicines as to their quality, and Contracts for Victualling the Patients.

7.]—As nothing contributes more to the comfort and ſpeedy recovery of the Patients than Cleanlineſs, Ventilation, and pure dry Air, you are, in your viſits, to obſerve if the Wards, Cradles, and Utenſils, as well as the Patients, together with their Bedding and Body Linen, be kept as clean as the nature of the Service will admit, and if a proper diſtance be preſerved betwixt each Cradle, agreeably to the Regulations on that ſubject; and you are, without fail, to take proper notice of any neglect you may find in theſe particulars.

To ſee that Cleanlineſs and Ventilation be attended to.

8.]—You are to make ſuch neceſſary enquiry, as ſhall ſatisfy your mind, whether or not the Patients are regularly viſited by the Phyſicians or Surgeons, and their reſpective Aſſiſtants

To examine into the conduct of the Phyſicians and Surgeons,

Aſſiſtants every morning and evening, and at all other times when the nature and urgency of their complaints may render it neceſſary, that no improper object ſhall have been admitted into the Hoſpital for cure, nor any other detained longer therein than his caſe might abſolutely require; that there is no ſuperfluity in the Eſtabliſhments of the Hoſpitals, and that the Officers and other perſons be efficient in their reſpective Departments; and if, at any time during your viſit to an Hoſpital, a Survey ſhould take place on any men ſuppoſed to be unfit for the Service, you are to attend and aſſiſt the Surveying Officers with your opinion reſpecting them.

and other Officers.

Directions reſpecting infectious Diſeaſes.

9.]—In caſes of ſudden infections or epidemic Diſeaſes, or an extraordinary influx of Sick and Wounded into any of His Majeſty's Ships or Hoſpitals, you are to call to your aſſiſtance ſuch Phyſicians and Surgeons of the Hoſpitals or Ships, at the Port or place where ſuch circumſtances ſhall occur, as you may conceive neceſſary, for the purpoſe of carrying your directions, with reſpect to ſuch Diſeaſes or Sickneſs, into effect; and to point out for their information, more particularly thoſe under whoſe care the Sick may be entruſted, the principles on which your practice is founded.

To report their Proceedings on each Viſitation.

10.]—As it will be a very eſſential part of your Duty to make us acquainted with your Proceedings, and to tranſmit to us a Report of the reſult of your ſeveral Viſitations, with ſuch obſervations thereupon as may, in your opinion, be neceſſary to guide us in the adoption of the meaſures which may be found expedient to be taken in conſequence thereof; we call your particular attention to this branch of your Duty, in the performance of which you cannot be too explicit or circumſtantial.

To be furniſhed with Copies of the Inſtructions to the Medical Officers of the Fleet, and act in conjunction with them when occaſion offers.

11.]—You will be furniſhed by us with the Inſtructions given to the Phyſicians and Surgeons employed in His Majeſty's Fleet, as well as with the Regulations reſpecting Hoſpital Ships, and the ſending Sick Men on ſhore; and, ſo far as is compatible with your and their reſpective Duties, you are to act in conformity together, informing us of any particulars which may come under your inſpection affecting His Majeſty's Service under the general charge of this Board, or the particular welfare of the Sick and Wounded Seamen belonging to His Majeſty's Navy.

To ſee that the Inſtructions of the Medical Officers on Shore are complied with.

12.]—You will alſo receive herewith, for your further information, printed copies of the Inſtructions given to all perſons employed in the Medical Service of this Board, on Shore and in Priſon Ships, Priſon Hoſpital Ships, &c.; and you are to ſee that they are duly complied with, ſo far as may be in your power.

To viſit the Seamen, &c. confined at Hoxton, when not otherwiſe engaged.

13.]—When you are in London, and your Services are not required for any ſpecial Duties, you are, at leaſt once a week, to viſit the Houſe at Hoxton appropriated for the reception of inſane Seamen and Marines belonging to His Majeſty's Navy, in order to obſerve their treatment, and report to us, if you ſhall ſee occaſion, whatever may conduce to their Recovery or return to the Service.

To report to the Board circumſtances that may have eſcaped its notice. Zealous and faithful diſcharge of Duty enforced.

14.]—If at any time you ſhall diſcover any circumſtance, within your Diſtrict, which may have eſcaped the knowledge or attention of the Board, and is material for correction or improvement, you are to give us the earlieſt notice thereof; and to fulfil, with all poſſible zeal and alacrity, the Duties expected and required of you by theſe Inſtructions, for the beſt advantage of His Majeſty's Service, and for the comfort and cure of the Seamen and others entruſted to our care.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
WM DOMETT, (L. S.)

Mr. SERLE, being a Member of the Tranſport Board, has thought it right not to put his name to this Report.

Office of Naval Reviſion,
25th June 1807.

A Copy.

John T. Briggs,
Secretary.

THE

NINTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs

of

HIS MAJESTY'S NAVY.

(Dated 25th June 1807.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

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THE

TENTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs of His Majesty's Navy.

(Dated 11th Auguſt 1807.)

Ordered, by The Houſe of Commons, *to be printed,*
11th *April* 1809.

To the KING's Most Excellent MAJESTY.

The TENTH REPORT of The COMMISSIONERS appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of HIS MAJESTY'S NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into Their particular Conſideration, all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE ON FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service, and to conſider and deviſe the beſt means of carrying the ſame into execution in the moſt convenient and expeditious manner, and to report on all the Matters aforeſaid from time to time as They ſhall ſee occaſion.

VICTUALLING OFFICE.

THOUGH our former Reports have related either to the Navy Board, Dock Yards, Tranſport Board, or Naval Hoſpitals, yet, in obedience to the duty impoſed upon us by Your Majeſty, we have, from the commencement of our labours, been collecting materials and information, with a view to inveſtigating and reporting upon the Victualling Board alſo, and the Departments connected with that branch of the Naval Service.

The Commiſſioners of Enquiry of 1788 reported fully upon the Victualling, as well as the other Departments of the Naval Service, and ſince then, the ſyſtem of management in the Navy Board, and Dock Yards in particular, has again been fully inveſtigated by the Commiſſioners of Naval Enquiry appointed in 1802; but, though ſeven of the Reports, ſome of them very voluminous, preſented by theſe Commiſſioners, related to the Navy Board and Dock Yards, yet only one ſhort Report (the 8th) was made upon one branch of the Victualling Department, namely, that at Plymouth.

In framing our Reports on the other Naval Departments, and drawing up Inſtructions for the guidance of the officers employed in them, we certainly derived conſiderable aſſiſtance from the Reports of the Commiſſioners of Naval Enquiry, which pointed out, in many caſes, the defects for which it remained chiefly with us to propoſe the remedies; but in reporting upon the Victualling Board, and laying down Rules for the conduct of the Officers employed in its various branches, the aid which we received from the ſingle Report before alluded to, of the Commiſſioners of Naval Enquiry, fell very far ſhort of what we had derived from the ſeven Reports which thoſe Commiſſioners had preſented on the Navy Board and Dock Yards.

In the Inveſtigation of the Victualling Departments, very little aid derived from the Commiſſioners of Naval Enquiry.

Though the circumſtances, ſtated in the Eighth Report of the Commiſſioners of Naval Enquiry, left no room for ſuppoſing that thoſe Commiſſioners did not enter more generally into the inveſtigation of the ſeveral Victualling Departments, on account of the abſence of defects and irregularities, and though the information, which at different times came before us, tended to impreſs us with the idea that the amendments neceſſary to be made in the exiſting ſyſtem, would be conſiderable, yet it was not until we entered minutely into the inveſtigation of the ſyſtem of management in the

Nothing ſhort of an entire new ſyſtem likely to be effectual.

the Victualling Board, and the ſeveral Victualling Departments, and our information became pretty complete, that we were convinced of the inſufficiency of any partial alterations or amendments, and that nothing leſs than an entire new ſyſtem would be likely to produce any effectual and permanent good.

Cauſe of regret, that the functions of the Commiſſioners of Naval Enquiry were not prolonged until they had inveſtigated the Victualling Departments.

Thus, much more of our time has been occupied in this part of our duty than we expected or could poſſibly foreſee, and we therefore lament the more that the functions of thoſe Commiſſioners had not been prolonged, until they could have completed their inveſtigation of the whole of the Victualling Departments, which ſeemed to require it ſo much.

This Report confined to the Victualling Board.

We ſhall confine this Report to the mode of conducting buſineſs at the Victualling Board in Town, making the ſyſtem of management at the different Eſtabliſhments at home and abroad, under the ſuperintendance of the Victualling Board, the ſubject of a ſeparate Report.

8th Report, page 554. Duties of that Board.

The buſineſs of the Victualling Office" (as deſcribed by the Commiſſioners of 1788, before-mentioned) " is, to provide, either by Contract or otherwiſe, all the Pro-
" viſions, and alſo certain Stores required for Your Majeſty's Navy; arranging
" and diſtributing the whole to the ſeveral ports and places at home and abroad, as
" the Service may require; to take care that the different Proviſions and Stores,
" when ſo iſſued, be properly charged to the Agents, Storekeepers, Purſers, Maſters
" of Tranſports, or others, to whom they were iſſued; and to compel the reſpective
" parties to paſs timely and regular Accounts; alſo to take care that all offal ariſing
" from articles manufactured be properly diſpoſed of, all old Stores ſold to the
" beſt advantage, and the proceeds duly accounted for; to attend to the various
" Checks, &c. which have been inſtituted for the ſecurity of the Public, with other
" numerous and important objects, which are conſtantly and neceſſarily attached to
" this Office."

As the Commiſſioners of 1788 gave a very full and diſtinct hiſtory of the Victualling Board from the earlieſt time down to the year above-mentioned, it is only neceſſary for us to ſtate what proceedings have taken place in regard to that Board from 1788 to the preſent time.

1788.

At the period we allude to, the Victualling Board conſiſted of ſeven Commiſſioners, each having the ſuperintendence of a particular department or branch of buſineſs, viz.

The Preſident, was Accountant for Caſh.
One other Commiſſioner - D° - for Stores.
———— - - - - Hoytaker.
———— - - - - Brewhouſe.
———— - - - - Cutting-houſe.
———— - - - - Bakehouſe.
———— - - - - Cooperage.

Each Commiſſioner has the Superintendance of a particular Branch.

The buſineſs performed at the Victualling Office, and the duty which devolved on each Commiſſioner in purſuance of this allotment of the conduct of a particular branch to the care of one perſon, are detailed in the Report before-mentioned; but, as no material alteration has taken place in the nature of thoſe duties ſince the preſentation of that Report, in giving an account of the duties now performed at that office, we ſhould only be repeating the ſtatement made in the Report in queſtion; a repetition which is not eſſential for the due underſtanding of the propoſals which we intend to make, and with which, therefore, we ſhall not ſwell the ſize of this Report; and it becomes indeed leſs neceſſary, from the circumſtance of the Reports of the Commiſſioners of 1788 having been lately reprinted by order of the Houſe of Commons.

Bad effects of that Syſtem.

Thoſe Commiſſioners, convinced from the numerous inſtances of miſmanagement which they mention, of the neceſſity of altering the ſyſtem of conducting the buſineſs at the Victualling Board, as well as of the bad effects of committing the ſuperintendence of a particular branch excluſively to one individual, recommend, that to rectify this, " the reſpective Commiſſioners be exempted forthwith from all ſuperintendence
" of ſeparate departments; that the Chairman ſhould continue to preſide over the
" whole eſtabliſhment; and that the remaining ſix Commiſſioners be formed into two
" Committees, under regulations as nearly correſpondent to thoſe recommended for
" the Navy Office, as the nature of the two ſervices will admit."

8th Report, page 575.

Syſtem propoſed to be altered by the Commiſſioners of 1783.

We ſtated in our Fourth Report, " that the benefit which Your Majeſty's ſervice
" had derived from the mode of conducting buſineſs at the Navy Board, by means
" of Committees, had fully anſwered the expectations which were formed of it:" but though the propoſition for dividing that Board into Committees was adopted in the year 1796, yet, unfortunately, the propoſal for forming the Victualling Board into Committees,

Their Propoſals not yet adopted for the Victualling Board, though a ſimilar one

Committees, ſuggeſted nearly about the ſame time and by the ſame Commiſſioners, has not yet been carried into execution; and, conſequently, the advantage to be expected from that meaſure has not only been loſt for the laſt eighteen years, but the irregularities then pointed out have continued to exiſt, and the arrears of Accounts, which at that time were very great, have accumulated to an enormous amount.

has long ſince been for the Navy Board, and found very advantageous.

The neceſſity of altering the preſent ſyſtem of conducting the buſineſs of the Victualling Board; the propriety of aboliſhing the diſtinct branches of duty; and the wiſdom of adopting, with ſome modification, which we ſhall hereafter notice, the propoſal of the Commiſſioners of 1788 for dividing the members of that Board into Committees, admit of ſo little doubt in our minds, that, were it not for the objections urged againſt that plan by the Commiſſioners of the Victualling which were laid before the Committee of the Houſe of Commons on Finance in the year 1798, we ſhould not deem it neceſſary to enter much into detail previouſly to our propoſing the plan which ſeems to us to be neceſſary to conduct the buſineſs in a proper manner.

Neceſſity of altering the preſent Syſtem.

Nothing can, we think, tend more forcibly to ſhew how ineffectual the preſent ſyſtem has been, than to give a hiſtory of the fruitleſs attempts which have been made for nearly a century paſt (during which time the preſent ſyſtem has exiſted) to prevent an increaſing arrear of unliquidated accounts; and, in doing this, we fear that the extent of thoſe arrears, and the importance of the ſubject, will not admit of our being very brief.

Preſent Syſtem proved to be ineffectual with reſpect to the liquidation of Accounts, for upwards of a century paſt.

The aſſigning to each member the ſuperintendence of a particular branch of the department, was originally directed by a code of Inſtructions from the Lords Commiſſioners of the Admiralty to that effect, dated the 10th April 1711.

The benefits, however, which the Admiralty expected from this regulation were by no means realized; for about three years afterwards, in 1714, their Lordſhips found it neceſſary to iſſue additional Inſtructions.

Theſe Inſtructions are introduced with prefatory remarks of conſiderable length.

Their Lordſhips ſtate, that they had found "upon their examination into the Victualling Office in the year 1710, that there had not only been very great but very many neglects and omiſſions in all the parts thereof, but more eſpecially in the not obliging the ſeveral officers who had for many years been entruſted with proviſions and ſtores, which coſt the Public ſome millions of money, to paſs any regular account for the ſame. and for near eight hundred thouſand pounds impreſted to them, notwithſtanding ſome of the ſaid officers had been removed many years from their employment, and that others were dead, whereupon their Lordſhips directed the then Commiſſioners to do their utmoſt towards the ſtating and balancing what Accounts were then in arrear, as well as to clearing as many of the ſaid Impreſts as poſſibly they could."

Arrears of Accounts in 1710.

Their Lordſhips afterwards proceed to obſerve, that "notwithſtanding all which, they have too much reaſon to believe, from a Return not long ſince made by the late Board of Victualling, upon their being required to give an Account of their proceedings therein, that very little has been done towards the performance of ſo neceſſary a work, for that not only great part of the old Accounts remain ſtill unadjuſted, and many of the Impreſts uncleared, but ſeveral Accounts which have ſince occurred, as well as great ſums of money which have been granted by them, by way of Impreſt, remain likewiſe unadjuſted and uncleared; and their Lordſhips conſidering the very ill conſequences which muſt inevitably attend ſo looſe and unjuſtifiable a management, where ſo conſiderable a part of the public money is entruſted, and how highly neceſſary it is that ſome ſpeedy and effectual care ſhould be taken, not only with reſpect to what is paſt, but to prevent the like for the future, then direct the Commiſſioners (who appear to have been juſt appointed) to apply themſelves with all poſſible care and diligence to the examining and adjuſting, ſo far as they are able, all ſuch Accounts as they ſhall find to be in arrear, and to the clearing as many of the Impreſts ſtanding out as they ſhall find themſelves enabled to do by proper Vouchers for that purpoſe; taking care, that in doing this neceſſary part of their duty, the current Service and growing Accounts of their preſent Offices be duly carried on."

Arrears in 1714.

What effect theſe Inſtructions produced does not appear; if, however, it were advantageous, the benefit was by no means permanent, for when the Commiſſioners inveſtigated the ſtate of the Accounts in the Victualling Office in the year 1788, they had occaſion to notice, not only arrears of Accounts of very ancient date, but alſo Debts due to the Crown to a very conſiderable amount. With reſpect to the former, they ſay, "the Arrears in queſtion had been diſregarded, as well from neglect as from other cauſes which no longer exiſted."—As to the latter, they obſerve, "the ſeveral

8th Report, page 570.

Arrears of old date noticed by the Commiſſioners of 1788. 8th Report, page 570.

Accumulation of Debts between 1750 and 1786. £.175,274. 5. 8.

" Debts in queſtion have continued to accumulate, between the 1ſt of January " 1750, and 31ſt December 1786, till they amounted collectively to the ſum of " £. 175,274. 5s. 8d. excluſive of the outſtanding balances due from Purſers.

The Commiſſioners then proceed " On the 6th March 1786, the Board, alarmed, " it ſhould ſeem, at the ſtate of the Accounts before-mentioned, reſolved to employ " the Chief Clerk for keeping a charge on the Treaſurer to exert his beſt endeavours " for the liquidation of the ſaid Debts, under their direction and controul; in purſu- " ance whereof the Chief Clerk laid before the Board, ſo early as on the 5th January " 1787, a ſtatement of his progreſs, by which it appeared, that the balances recovered " to that time amounted to £. 31,606. 1s. 1¾d. whereupon the Commiſſioners " acknowledged his merit, and directed a proper reward to be given to himſelf, and " alſo to his Aſſiſtants."

" On the 3d of April 1787, the Commiſſioners of the Victualling reſumed the con- " ſideration of the ſubject, when they determined not to attempt for the preſent the " recovery of any balance, the origin of which was prior to 1ſt January 1767, in " order that their whole attention might be given to Debts which had originated at " later periods, and which were conſequently more likely to be realized.

The Commiſſioners of 1788 then conclude this part of the ſubject, by ſtating, that " they had no doubt that a continuation of the ſame neceſſary vigilance and attention " on the part of the Commiſſioners of the Victualling, added to the perſeverance of " the Chief Clerk for keeping a charge on the Treaſurer and his Aſſiſtants, would " tend ultimately to replace in the coffers of the Public a conſiderable part of the " ſums which were ſtill outſtanding and due from individuals."

Reaſon why £.31,606. 1. 1¾. were recovered in ten months in 1786. Since then (20 years) only £.13,525. 15. 8. more recovered. Appendix, N° 9.

We are ſorry, however, to be obliged to ſtate that the expectations of thoſe Commiſſioners of Enquiry have by no means been fulfilled; for though in the ſhort ſpace of ten months, during the time their enquiries were carrying on, and while the activity produced by them was in full force, the ſum of £. 31,606. 1s. 1¾d. was replaced in the public coffers; yet in the courſe of the twenty years which have elapſed ſince that time, no more than the further ſum of £. 13,525. 15s. 8d. has been recovered out of the £. 175,274. 5s. 8d. owing to the Victualling Department, on the 31ſt December 1786; thus, ſtill leaving the ſum of £.130,142. 8s. 10¼d. due to the Public.

£.130,142. 8. 10¼. ſtill due. Appendix, N° 10.

Wiſhing to know whether there was a probability of any further part of this money which had been owing to the Public for more than twenty years, being obtained, we wrote on the 11th June laſt to the Commiſſioners of the Victualling for their opinion on the ſubject. As we were deſirous to cloſe without delay our Report on the Victualling Board, which was then, with this exception, quite ready for delivery, we informed the Commiſſioners, that we wiſhed to have a return to that letter as ſoon as poſſible, and begged they would let us know when we might expect it.

Appendix, N° 11.

A month afterwards we received their reply, acquainting us, that " the matter was " under conſideration, and that they hoped to be enabled to afford us the information " required in about a month from that date."—(10th July.)

That time being expired, and no return yet received, we have thought it right to cloſe our Report without it; giving it as our opinion, that there is too much reaſon to apprehend, that the above-mentioned ſum of £.130,142. 8s. 10¼d. will prove a loſs to the Public.

£.130,142. 8. 10¼. will probably be loſt.

Since 1786 additional Debts to the amount of £.221,185. 10. 11¾. have become due, which are not yet recovered. Appendix, N° 12. Total amount of Debts now owing to the Public, £. 351,327. 19. 9½.

Since 1786, additional debts, to the amount of no leſs than £. 221,185. 10s. 11¾d. more, have become due to Government, and are ſtill unrecovered; thus raiſing the total amount of money due to the Victualling Department to the ſum of £.351,327. 19s. 9½d.

A conſiderable part of the debts due to the Public conſiſts in what are termed in official language, Army Victualling Stoppages; that is, the value of the proviſions furniſhed to Troops, when embarked for a paſſage on board any of Your Majeſty's Ships, or on board Tranſports, and which is ſtopped from the pay of the perſons to whom the proviſions have been furniſhed, according to the number of days they have been victualled.

Theſe debts aroſe out of the ſyſtem of management in exiſtence prior to the 25th December 1797 (ſo far as related to Regiments then at home) and prior to 25th June 1798, with reſpect to thoſe ſtationed abroad, when a new ſyſtem was adopted, which has in a great meaſure put a ſtop to the loſſes which the Public was, under the former ſyſtem, ſo liable to ſuſtain.

Under

Under the old ſyſtem, it was the practice to iſſue the full allowance for the ſubſiſtence of the Troops embarked, to the Agents or Paymaſters, leaving it with them to make the neceſſary ſtoppages, and pay over the amount to the Treaſurer of the Navy, when required to do ſo by the Victualling Board; but it was ſo long before all the Accounts were received which were neceſſary to enable the Victualling Board to make the proper claims on the Agents or Paymaſters; and, when made, it ſo ſeldom happened that the Victualling Board proſecuted their claims with ſucceſs, that theſe outſtanding debts have accumulated to a very conſiderable amount. Appendix, N° 13.

According to the new ſyſtem, however, only ſuch ſums as appear to be neceſſary are, from time to time, granted for the net pay of the men, after deducting the ſtoppages for proviſions; by this arrangement it is ſtated in a letter referred to in the Appendix, "there will not remain any balance in the hands of the Agents or Paymaſters, under the head of Stoppages for Proviſions, on the ſettlement of the Regimental Accounts, from the commencement of the new ſyſtem before referred to, viz. from the 25th December 1797, for Corps then at home, and from the 25th of June 1798, for thoſe ſtationed abroad." Appendix, N° 8.

Though this arrangement has done much towards protecting the Public from loſs, yet regulations are ſtill neceſſary for the ſettlement of the Accounts between the War Office and the Victualling Office.

At preſent the amount of the regulated ſtoppages is not transferred to the Victualling Department, ſo that the ſtated amount of the charges for the Naval Service exceeds what it ought to be by the ſum due to the Victualling Department, on account of proviſions ſupplied to the Troops when embarked, and the amount of the charges for the ſervice of the Army appears to be leſs than it ſhould be, in the like amount.

We therefore recommend, that the Victualling Board ſhould concert ſuch meaſures with the War Office, as will enable the two Departments to bring regularly to account, under their proper heads, the amount of the Army Stoppages, and this, we underſtand, may be done without much difficulty. Meaſures propoſed to be adopted to ſettle Army Victualling Stoppages. Appendix, N° 49.

We ſhould be glad if it were in our power to give a more favourable ſtatement with reſpect to the arrears of Unliquidated Accounts than we have been able to do, in regard to the recovery of the Debts due to the Crown; but on this ſubject it becomes our duty to ſtate, that thoſe arrears are ſo enormous, embracing periods ſo remote, and involving ſums of money to ſo large an amount, that nothing leſs than a radical and ſpeedy reform of the ſyſtem of management, in regard to the examination and liquidation of Accounts in the Victualling Office, can prevent a continuation of the irregularities which have ariſen under the preſent ſyſtem. Arrears of Accounts accumulated to an enormous amount.

The Accounts which come under the conſideration of the Victualling Board are of two deſcriptions; thoſe relating to Caſh, and thoſe relating to Stores. Caſh Accounts. Stores Accounts.

We ſhall firſt ſpeak of thoſe relating to Caſh; theſe may be divided into four claſſes. Arrears of Caſh Accounts.

1ſt. Accounts of Commiſſion Agents, or perſons employed by the Victualling Board to purchaſe Proviſions at home for the Navy, on commiſſion.

2d. Accounts of Foreign Agents, or perſons receiving appointments under the Victualling Board, reſident in the Eaſt and Weſt Indies, and other places abroad, for the purpoſe of obtaining ſupplies of proviſions on the ſpot for the Navy, or of taking charge of ſupplies, and iſſuing them to ſhips as occaſion may require.

3d. Accounts of Home Agents and Storekeepers, or perſons receiving appointments under the Victualling Board, and reſident at the Victualling Eſtabliſhments at Deptford, Chatham, Portſmouth, and Plymouth, and other places at home, for the purpoſe of ſupplying Your Majeſty's ſhips with proviſions from time to time.

4th. Thoſe comprehended in the fourth claſs may be termed promiſcuous Accounts, being the Accounts of Purſers, Correſpondents and other perſons, who have occaſional tranſactions with the Victualling Board, and have conſequently had Impreſts granted to them.

In entering upon the inveſtigation of the Accounts of the Victualling Office, we followed the courſe purſued in making our enquiries into the ſtate of Accounts at the Navy Office, and called upon the Victualling Board to furniſh us with a ſtatement of the arrears of Buſineſs and Accounts in that Office.

By

Total amount of Arrears of Cash Accounts on 9th December 1806.

By the Statement which we received, in return to our Precept, dated 9th December 1806, it appeared that the amount of the Cash Accounts, unliquidated in the Victualling Office at that time, was as follows:

£. 10,985,100. 11. 8½.

Accounts of Commiſſion Agents - - - - -	£. 2,740,883	0	0
- - - of Foreign Agents - - - - -	6,554,922	17	3¾
- - - of Home Agents and Storekeepers - -	989,294	14	4¾
Promiſcuous Accounts:			
The amount of theſe is not given, but they are ſtated to be of long ſtanding, as well as of recent dates, and in point of numbers to a great extent; and in a letter from the Victualling Board to the Admiralty, of 29th November 1806, it is ſtated, that thoſe of them of dates ſubſequent to the 1ſt January 1792, may, in the aggregate amount, be eſtimated at about - -	700,000	0	0
	£. 10,985,100	11	8½

Appendix, N° 13.

Appendix, N° 28.

We ſhall firſt ſpeak of the Commiſſion Agents Accounts.

Commiſſion Agents Accounts in Arrear to the Amount of £. 2,740,883.

Theſe Accounts, which involve ſums to the amount of £. 2,740,883. are thirteen in number, and comprehend periods from 31ſt October 1794 to 6th May 1806.

Appendix, N° 13.

Four of theſe Accounts are with one houſe, that of Meſſrs. Jordaine, Shaw & C°, for the purchaſe of Iriſh Proviſions for the Navy, and involve the immenſe ſum of £. 2,003,673. as follows; viz.

Appendix, N° 13.

Iriſh Beef and Pork, from	25th January 1799	to 11th January 1800 -	£. 488,722
- - D° - - - - - -	1ſt February 1800	to 9th Auguſt 1800 -	749,945
- - D° - - - - -	24th Nov' - 1800	to 25th July - 1801 -	754,875
Butter - - - - - -	31ſt January 1799	to 17th October 1799 -	10,131
			£. 2,003,673

Accounts to the amount of £. 1,238,667. though ready for the Board's determination five years ſince, not yet decided upon.

The Account for Beef and Pork, ſupplied from 24th November 1800 to 25th July 1801, amounting to £. 754,875. has not yet been inveſtigated and ſtated, ſo as to be ready for the Board's conſideration and deciſion; but the two others for Beef and Pork, namely, the one from the 25th January 1799 to the 11th January 1800, for £. 488,722. and the other from 1ſt February 1800 to 9th Auguſt 1800, for £. 749,945. making together the ſum of £. 1,238,667. though they have been ready for the Board's deciſion thereon ever ſince the 18th March 1802, upwards of five years, have not yet been paſſed by the Board.

Appendix, N° 37.

Appendix, N° 37.

The one alſo for Butter, amounting to £. 10,131. has been ready ever ſince 14th December 1802; notwithſtanding which the Board have not yet come to any determination upon it.

Appendix, N° 37.

Two other of the Commiſſion Agents Accounts are with Mr. Charles Flower, for ſupplying Cheeſe; one from 6th February 1800 to 31ſt March 1801, and the other from 2d March 1801 to 15th October 1802. Theſe Accounts have alſo been reported to the Board as ready for their deciſion, the former ſo long ago as the 16th November 1802, and the latter on the 18th of September 1804, but nevertheleſs they ſtill remain unliquidated.

Theſe two Accounts involve the ſum of no leſs than £. 252,477.

The remaining ſeven of the Commiſſion Agents Caſh Accounts are ſtated to us as not being yet ready to be laid before the Board for final deciſion.

Theſe laſt Accounts embrace the ſum of £. 484,733.

Foreign Agents Caſh Accounts in Arrear to the amount of £. 6,554,922. 17. 3¾. on 9th December 1806.

With reſpect to the Foreign Agents Caſh Accounts, the amount of the money involved in them was, as before ſtated, on 9th December 1806, £. 6,554,922. 17. 3¾. and they were forty-two in number.

Appendix, N° 37.

Theſe Accounts embrace a period of 27 years.

Theſe Accounts related to tranſactions which had taken place, and expences that had been incurred between 5th April 1779 and 5th October 1806, a period of twenty-ſeven years; the whole of which, notwithſtanding many of them were of ſuch very old dates, remained unadjuſted at the time we commenced our enquiries into the ſtate of Accounts in the Victualling Office.

Appendix, N° 38.

Since then, it appeared by the ſtatements of the Chairman of the Victualling Board, who has the ſuperintendence of the Caſh Department, that ſix out of the forty-two Accounts before-mentioned have been finally decided upon, and paſſed by the Board.

Accounts to the amount of £. 1,498,274. 19. 0½. examined ſince 9th December 1806.

Theſe ſix Accounts comprehended the ſum of £. 1,498,274. 19s. 0½d. thus reducing the number of the before-mentioned outſtanding Foreign Agents Caſh Accounts to thirty-ſix, and the amount of the Impreſts to the ſum of £. 5,056,647. 18s. 3¼d.

Appendix, N° 13.

The

The principal Account of thoſe ſix recently paſſed, was that of Mr. Arthur Cuthbert Agent Victualler in the Eaſt Indies, from 11th May 1780 to 11th March 1785, the Impreſts on which amounted to £.1,024,526. 14s. 6¼d.

Mr. Cuthbert's Account, ending on 11th March 1785, amounted to £.1,024,526. 14. 6¼. Appendix, N° 38.

This Account was under the conſideration of the Commiſſioners of 1788, who, in their Ninth Report, ſtate ſome very extraordinary circumſtances with reſpect to a few of the items of expence charged in it, tending to ſhew the exiſtence of enormous abuſes in India. They ſay, "We cannot however avoid offering a general opinion "upon the Victualling of Your Majeſty's Fleets in India during the laſt war *(the "American war)*; namely, that of the monies which are ſtated to have been ex- "pended in purchaſes by the Agent Victualler there, amounting to more than One "million of Pounds ſterling, a moiety of that ſum, upon the moſt moderate compu- "tation, would have been ſaved to the Public if that branch of the Service had been "conducted with zeal and economy." Notwithſtanding, however, what thoſe Commiſſioners ſtated, no leſs than twenty-two years were ſuffered to elapſe, from the time Mr. Cuthbert's Accounts * ended, before they were liquidated; and the party himſelf had been dead many years prior to their being paſſed.

Suſpicious circumſtances with reſpect to this Account, ſtated by the Commiſſioners of 1788, page 732, 733, & 734.

Nevertheleſs, this Account was not paſſed for 22 years after the Account was cloſed.

Party in the mean time dead.

It is much to be lamented that an Account, involving ſums of money to ſo immenſe an amount, ſhould have been ſuffered to remain unliquidated for ſo many years.

Inſufficiency of the examination of Accounts after many years have elapſed.

We cannot think that the examination of any Account, however ſtrict it may be, can be at all effectual at ſuch a diſtance of time; and it is therefore not ſurpriſing that the Public ſhould not have recovered any part of thoſe ſums which a ſpeedy examination would no doubt have ſhewn they were entitled to: the circumſtances which occaſioned the expenditures, ſo far from being freſh in recollection, muſt be totally loſt ſight of; neither the neceſſity nor propriety of diſburſements can therefore be judged of; ſtill leſs can the reaſonableneſs of the charges be aſcertained; moreover, as the party himſelf, in this caſe, had been dead many years before his Accounts were paſſed, even the chance of obtaining any information from him, on doubtful points, was altogether loſt.

Appendix, N° 41.

An Account of ſtill greater importance is now pending, embracing a period of more than eleven years, and involving the ſum of £.1,418,236. 6s. 9d; namely, the Account of the Honourable Baſil Cochrane as Contractor and Agent in the Eaſt Indies, from 15th October 1794 to 31ſt December 1805; in the examination and liquidation of which, without further delay, too much attention cannot be paid.

Appendix, N°s 13, 15 & 19.

Fifteen out of the forty-two unliquidated Caſh Accounts of Foreign Agents have been prepared and ready (ſome of them for many years) for the Board's examination, but ſtill wait to be taken up by them, and paſſed.

Appendix, N° 39.

Two of theſe Accounts, amounting to £.122,328. 0s. 2¼d. have been ready for the Boards's final determination upwards of eighteen years, and one, amounting to £.256,313. 12s. 1d., for upwards of twenty years, but they ſtill remain unpaſſed.

Accounts ready for the Board's deciſion for 18 or 20 years, not yet paſſed.

The following are the periods at which the whole of thoſe fifteen Accounts were ready for the Board's determination.

Names of Foreign Agents.	Sums.			When ready.	
	£.	s.	d.		
Henry Davis - - - -	256,313	12	1	14th March	1787.
John Delafons - - - -	96,810	1	3	25th July	1788.
Robert Blackmore - - -	25,517	18	11¼	25th March	1789.
Walter Urquhart - - -	86,724	12	—¼	16th June	1791.
John Udney, Sen^r - - -	7,707	5	2½	6th Jan^y	1803.
John Udney, Jun^r - - -	16,270	11	3	—	
Thomas Fitzgerald - - -	15,109	14	6	8th Feb^y	1805.
Thomas Alldridge - - -	3,488	19	11	31ſt March	
D° - - - - - - -	14,879	13	9	—	
David Heatly - - - - -	369,739	15	10¼	14th May	
W. M. Wills - - - - -	10,442	—	7¾	15th July	
Peter Oſborne - - - - -	80,789	5	3¾	20th Aug^t	
Alexander Donaldſon - -	6,123	2	6	12th Oct^r	
William Eaton - - - -	9,849	17	2	15th Sept^r	1806.
George Deſborough - -	856,952	7	10¼	27th Dec^r	
	£.1,856,718	18	3		

* The reaſons offered for the delay in the examination of this Account, are given in the Appendix, N° 41.

Thus, Accounts to the amount of £.1,856,718. 18*s.* 3*d.* have been ſuſpended, ſome of them for a great many years, though they had gone through that part of the examination which is entruſted to the Clerks, and had been reported ready for the final deciſion of the Commiſſioners.

Home Agents and Storekeepers Caſh Accounts in Arrear to the amount of £.989,294. 11*s.* 4¼*d.* Appendix, N° 13. Appendix, N° 40.

The Caſh Accounts of the Home Agents and Storekeepers, amounting to the ſum of £.989,294. 11*s.* 4¼*d.* comprize dates from 1ſt May 1797, to 30th June 1806, and are fourteen in number, the whole of which ſtill remain unſettled, though ten of theſe Accounts alſo have been prepared, and ready for being paſſed by the Board for many months.

Promiſcuous Accounts in Arrear to a large Amount. Appendix, N° 28.

The whole of the Promiſcuous Accounts (part of which only, namely, thoſe of dates ſubſequent to the 1ſt January 1792, are eſtimated to amount to about £.700,000.) ſtill remain unpaſſed, though many of them are of many years ſtanding.

We have before mentioned that the ſums of money involved in the Accounts which were unliquidated in the Victualling Office, according to the Statement from that Office, dated 9th December 1806, was £. 10,985,000. 11*s.* 8½*d.* We have alſo ſtated, that ſince then, ſix Accounts of Foreign Agents have been paſſed; the following Statement will therefore ſhew the amount of thoſe which ſtill remain unliquidated; viz.

Accounts of Commiſſion Agents - - - -		£. 2,740,883	0 0
——— of Foreign Agents unliquidated on 9th December 1806 -	£. 6,554,922 17 3¼		
——— paſſed ſince - - -	1,498,274 19 0½		
Still unliquidated - - -		5,056,647 18	3½
——— of Home Agents and Storekeepers - - -		989,294 11	4½
Promiſcuous Accounts - -		700,000 0	0
Total - -		£. 9,486,825 9	8

Caſh Accounts in Arrear on 18 May 1807, to the amount of £.9,486,825. 9. 8.

Hence it appears, that on the 18th May laſt, the Impreſts on the unliquidated Accounts in the Victualling Office amounted to the ſum of £. 9,486,825. 9*s.* 8*d.*, excluſive of about one hundred and ſeventy-ſeven uncleared Impreſts on Promiſcuous Accounts of very old dates, namely, from the 1ſt January 1774 to the 31ſt December 1791.

Arrears of Store Accounts.

We ſhall now notice the arrears of Accounts in the Store branch of the Victualling Office: theſe conſiſt of Home Agents and Storekeepers Store Accounts, and Foreign Agents and Storekeepers Store Accounts.

Foreign Agents Store Accounts in Arrear from 1779. Appendix, N° 13. Home Agents and Storekeepers Store Accounts in Arrear from 1785.

By the Statement made to us by the Victualling Board, on the 9th of December 1806, which has been before adverted to, it appears that twenty-nine Foreign Agents Store Accounts, involving periods from 23d April 1779 to 31ſt March 1806; and that forty-one Store Accounts of Home Agents and Storekeepers, comprizing dates from 30th December 1785 to 31ſt March 1806, remained to be adjuſted and paſſed: We therefore called upon the Commiſſioner preſiding over the Store branch of the Office, to ſtate to us how many of theſe two deſcriptions of Accounts had been reported, as being ready to be laid before the Board for their final deciſion, and when thoſe Reports were made to the Board; in reply to which he informed us, that "although the dates were not ſpecified of the period when each Account was ready "for the Board, yet he truſted that would not be conſidered a matter of importance:" Not, however, viewing the omiſſion in the ſame light, we called upon the Chief Clerk in the Office for ſtating Agents and Storekeepers Accounts to ſupply this deficiency; and by the liſt of them, which was accordingly ſent to us, it appears, that though four of theſe Accounts had been ready for the Board's deciſion from ſeventeen to twenty years, yet that they were ſtill unpaſſed.

Appendix, N° 41.

Store Accounts ready for the Board's deciſion from 17 to 20 years, not yet paſſed. Appendix, N° 43.

The

The whole twelve were ready on the days againſt each expreſſed.

PLACES.	Names of Parties.	When reported for the Board's determination.
Eaſt Indies	A. Cuthbert	21 Auguſt 1787.
D°	W. Urquhart	25 February 1791.
D°	R. Blackmore	4 June 1806.
North America	H. Davis	22 September 1786.
D°.	H. Delafons	29 May 1788.
Mediterranean	W. M. Wills	25 November 1805.
Gibraltar	Tho^{s} Bolton	30 May 1806.
Liſbon	Rich^{d} Ford	25 November 1805.
D°	David Heatley	4 November 1805.
Yarmouth	Tho^{s} Pitt	25 November 1805.
D°	Sam^{l} Lewis	4 November 1805.
Red Sea.	J. R. Spearman	24 October 1806.

In addition to theſe, one Account was partially ſtated on the 21ſt November 1805, but cannot be further proceeded on until the Board have determined on this partial ſtatement; which is not yet done.

Of theſe thirteen Accounts, eleven of them belong to Foreign Agents, and two to Home Agents, namely, at North Yarmouth.

The Commiſſioner preſiding over the Store branch further informed us, that a ſtatement of the Liſbon Agency Account of Mr. David Heatley had been reported as ready for the Board's conſideration, and that ſeveral obſervations on his Mediterranean Account had been made to him; and he alſo ſtated, that the Accounts of Mr. George Deſborough, for the Leeward Iſlands, had undergone examination by the proper Officer, and that ſome ſtatements thereon are with him to lay before the Board, whenever there is an opportunity of calling its attention thereto; but he adds, that Mr. Deſborough and Mr. Heatley are both dead. Appendix, N° 41.

Additional Arrears of Store Accounts. Appendix, N° 34.

It is with concern we ſtate alſo, that, on the 9th November 1806, none of the Store Accounts of the Agents or Storekeepers, at the following places, had been paſſed, ſince the dates mentioned againſt each; viz.

At Deptford	Dry Stores, ſince	1790
	Brewhouſe	1788
	Cutting-houſe	1790
	Cooperage	1785
	King's Mills	1785
Hartſhorne Brewhouſe		1792
Portſmouth		1790
Plymouth		1791
Chatham		1792
Dover		1792
Cork		1795
Yarmouth		1796
London Army Stores		1793.

Such being the ſtate of things with reſpect to the Accounts in the Victualling Office unliquidated, it ſeems neceſſary, previouſly to our giving an opinion as to the cauſe of theſe great arrears, to ſtate what has been done of late years in regard to the liquidation of Accounts.

Little progreſs made of late years in the liquidation of Accounts.

With reſpect to Caſh Accounts, it appears that none had been paſſed from November 1801 until 1804, in which year two were paſſed; one was paſſed in the year 1805, and three in 1806. The ſums of money involved in theſe Accounts were, however, very ſmall comparatively with the immenſe arrears which we have had occaſion to notice. The Impreſts on the whole of them amounted only to the ſum of £.45,055. 5s. 0½d. Appendix, N° 33.

The Store Accounts paſſed during the ſame period, namely, November 1801 and November 1806, were only eight in number. Appendix, N° 33.

Reaſons given by the Commiſſioners of the Victualling, for theſe great Arrears of Accounts.

The reaſons given by the Commiſſioners of the Victualling for this deplorable ſtate of the Accounts in their Office, we judge it right to ſtate at length.

In their Statement to us, dated the 9th December 1806, they ſay, that "the great "preſſure Appendix, N° 13.

" preſſure of the current duties of the Office fully occupying the time and attention " of the number of Clerks then employed, and the confined ſtate of the Office in " Somerſet Place (which was ſtrongly repreſented to the Lords Commiſſioners of the " Admiralty by their Letter to Mr. Marſden of the 3d December 1805) rendering it " impracticable to appoint more Clerks, or indeed to employ thoſe they already had, " in that advantageous manner which more ſpace would afford, it had hitherto not " been in their power to apply any effectual means for reducing theſe extenſive though " unavoidable arrears."

The Lords Commiſſioners of the Admiralty having directed their Secretary by a Letter, dated the 29th Auguſt 1806, to acquaint the Victualling Board " that it was " with extreme concern they perceived the amount of Mr. Cochrane's unſettled con- " cerns with their Board, and that he had not paſſed any Account ſince he had tranſ- " acted buſineſs for them, including a period of twelve years," and preſſing " upon " them, in the moſt ſerious manner, as an eſſential part of their duty, the neceſſity of " compelling Agents and Contractors to paſs timely Accounts:" The Commiſ- ſioners in their reply, dated the 12th September following, obſerve, that " with " reſpect to the amount of Mr. Cochrane's unſettled concerns with their Board, they " had to obſerve, that, as immediately connected with his Contract, it ariſes from Bills " drawn upon their Office in payment of ſupplies of Proviſions, &c. made in pur- " ſuance thereof at certain fixed prices; which Bills are invariably atteſted by the " Commander in Chief, according to the tender of the Contract, upon proper and " ſatisfactory vouchers being produced that ſuch ſupplies had been duly made. The " amount of the Bills therefore becomes charged as an Impreſt, both againſt the " Contractor and the Commander in Chief, conformably to the practice of their " Office, and although ſuch Impreſt remains outſtanding in the books until the ſame " ſhall be cleared by the production of the neceſſary vouchers, yet it is in the mean " time aſcertained by the Commander in Chief, who approved the Bills, that the " Public has received an equivalent for the ſums ſo drawn in the quantum of Provi- " ſions and Victualling Stores which the Contractor has ſupplied."

Appendix, N° 19. £.1,418,236. 6. 9.

Appendix, N° 20.

" In like manner his tranſactions as an Agent have been ſubject to the examina- " tion of the Commander in Chief, or ſome proper perſon deputed by him, previouſly " to his ſubſcribing his atteſtation to any Bill which may have been drawn on account " thereof; and, before he gave ſuch ſanction, he muſt have been ſatisfied that Mr. " Cochrane was duly entitled thereto."

" Thus it may reaſonably be inferred that the Crown has not been liable to the " riſk of any loſs from the circumſtance of theſe Accounts not having been finally " paſſed by this Board, which, in the caſe of an Agent abroad, is never done until the " cloſe of his Agency, becauſe it cannot be done ſatisfactorily till a regular ſurvey of " his Remains has been taken, and the numerous Accounts of Purſers and others con- " nected with thoſe of the Agent are in Office, to be compared and checked there- " with."

They add, " We are duly impreſſed with the importance of compelling (by any " means in our power) all Agents and Contractors to paſs timely accounts in this " office; yet the magnitude and increaſing preſſure of the current buſineſs of the " Board, which demands our firſt conſideration, and the numerous Accounts of va- " rious kinds, which, from the long continuance of the laſt, and almoſt immediate " ſucceſſion of the preſent war, daily ariſe in this office, have hitherto prevented us " from paying all the attention which we earneſtly wiſh to devote to this part of our " duties."

The Commiſſioners of the Victualling, in a letter to the Admiralty, dated the 13th of December 1806, amongſt other matters ſtate, " That they had long felt the in- " convenience of the want of a room, into which a part of the members could oc- " caſionally withdraw, in order to carry on one part of the public buſineſs, whilſt " thoſe remaining in the Board Room were employed upon other ſervice;" and that " the increaſed accumulation of papers had augmented their former difficulties, inſo- " much that their offices are now become ſo extremely incommoded with books and " papers, and the ſpace allowed for their Clerks to write in ſo contracted, (without " noticing the frequent interruption to the public official buſineſs by the indiſpoſition " of their Clerks, occaſioned by the want of proper air and ſpace) that it had been " with great difficulty the duties of the office had been carried on, and it conſequently " had not, hitherto, been in their power to apply any effectual means for reducing " the extenſive, though unavoidable arrear of buſineſs in that office."

Appendix, N° 31.

The Commiſſioner preſiding over the Store branch of the Office, reſpecting the ſtate of Accounts in his department, expreſſes himſelf as follows: " and I hope I

Appendix, N° 41.

may

" may be allowed to expreſs my concern, that, from various cauſes, we have not " been able to proceed with more diſpatch in a buſineſs of ſuch high importance, the " difficulty being ſo great to decide upon Accounts of ſuch great magnitude, under " circumſtances frequently extremely perplexing, and our time being ſo conſtantly " occupied with the kind of buſineſs that hourly occurs, and that which in its nature " is of immediate importance, and ought not upon any conſideration to be poſt- " poned."

" I may alſo individually ſtate, that, being deeply impreſſed with the danger of " falling into errors by precipitation, I would rather be open to animadverſion for " delay, than venture to conclude, without very ſerious thoughts, upon diſputable " vouchers, where the character, as well as the pecuniary intereſt of the parties are " concerned, and the Public may on the other hand be liable to ſuffer, through the " delinquency or criminal negligence of its ſervants, were not every degree of cau- " tious inveſtigation exerted in the caſes to which I allude; and indeed, after every " degree of attention to Foreign Agents and Purſers Accounts, we are not ſeldom at " a loſs how to recover what may appear to us due to the Crown, from the difficul- " ties that lay in our way by a legal proceſs."

The chief reaſons which the Commiſſioners of the Victualling have thus given for the great arrears of Accounts which we have deſcribed, ſeem to reſolve themſelves into the two following: the want of ſufficient ſpace to employ more Clerks, or even to employ thoſe now belonging to the Office, to ſuch advantage as more room would allow; and the preſſure of the current buſineſs of the office, which has not admitted of their devoting ſo much time as was neceſſary for the liquidation of Accounts.

Want of room to employ Clerks.

Preſſure of Current Buſineſs.

Though we admit the juſtice of theſe reaſons to a certain extent, and though we even go further, and declare it to be our opinion that no ſet of men belonging to the Victualling Board, conſtituted as that Board is, could entirely prevent the buſineſs of the Victualling Office, in ſo far as relates to Accounts, from going into arrear; yet we cannot admit any of theſe circumſtances as a ſufficient juſtification for the very great arrears of Accounts in that office which we have deſcribed.

Reaſons admitted to a certain extent only.

Though the want of more ſpace might have prevented more Accounts from being taken in hand, and examined by the Clerks, yet it certainly could not have prevented the Commiſſioners from taking into conſideration, and deciding upon thoſe Accounts, which had already gone through the hands of the Clerks, and were only waiting for the deciſion of the Board upon them, and this we have ſhewn to be the caſe in numerous inſtances; and though the preſſure of the current buſineſs may have occupied a great deal of their time, yet it is clear that it could not have engroſſed the whole of it ſo entirely, as to have been the cauſe of ſo few Accounts having been paſſed for ſhortly after the Lords of the Admiralty had, in Auguſt 1806, preſſed the ſubject of a timely paſſing of accounts, in very urgent terms, upon the conſideration of the Commiſſioners of the Victualling, the progreſs made by the Commiſſioners in the liquidation of them was much more rapid than it had been for many years before the Lords of the Admiralty called their particular attention to the ſubject, ſo much ſo indeed, that between the 9th November 1806 and the 18th May 1807, being very little more than five months, Accounts were paſſed to the amount of £. 1,498,274. 19*s.* 0½*d.*; whereas, as before obſerved, the amount of thoſe paſſed during the five years which preceded that admonition, was no more than £. 45,055. 5*s.* 0½*d.*

Want of room could not have prevented the Commiſſioners from deciding upon thoſe Accounts, which had already been examined by the Clerk.

Appendix, N^os^ 37, 39, 40 & 43.

Preſſure of current buſineſs could not have been the cauſe of ſo few Accounts having been paſſed, becauſe a much more rapid progreſs was made when the Commiſſioners were urged to it by the Admiralty.

Appendix, N° 19.

Appendix, N° 38.

Appendix, N° 33.

With reſpect to what the Commiſſioners ſtate relative to their not having decided upon any of the Accounts of Mr. Cochrane (their obſervations on which ſubject equally apply to the Accounts of all Foreign Contractors and Agents) it would be improper that the reaſons they adduce ſhould be admitted as valid; for, if the approval of a Commander in Chief on the Bills drawn, which is neceſſary to render them negociable, could be ſuppoſed a ſufficient teſtimony that the Accounts of the perſons drawing the Bills were correct, it might be conſidered to exonerate the Board from making any inveſtigation whatever of the Accounts of Foreign Contractors; an omiſſion that would lead to the introduction of the greateſt abuſes.

Approval of a Commander-in-chief to a Bill drawn cannot be conſidered as approving of the Accounts relating to it.

The Accounts in queſtion, indeed, afford ſufficient proof of the inutility of the ſuppoſed examination of the Commander in Chief, for upon the examination at the Victualling Office of the Accounts of Mr. Cochrane, as far as it has gone, it has been found that a balance is due to the Public on his Contract Account, to the amount of £. 13,908. 6*s.* 7*d.*

Appendix, N° 47.

It cannot therefore poſſibly be admitted, that, becauſe the Bills drawn by Contractors or Agents abroad are approved by the Commanders in Chief, there is no riſk of

loſs to the Public by the Accounts of thoſe perſons not being finally paſſed by the Board.

It is true that the general Account of an Agent abroad cannot be finally paſſed until the cloſe of his Agency; but as all the Agents, Storekeepers, and other Officers belonging to the Victualling Department, render Accounts quarterly to the Board, which contain a Statement of their reſpective concerns with that Office up to the date of ſuch Returns, and ſhould be accompanied with all the requiſite Vouchers for ſupporting the Charges made therein, it is indiſpenſibly neceſſary that every periodical Account tranſmitted by them ſhould immediately be ſcrupulouſly inveſtigated, and, if correct, paſſed; deferring, of neceſſity, the ſtriking of the general balance until a ſurvey of Remains has been taken; or until the terminating Account, upon the functions of the Officer ceaſing, be delivered into office.

Accounts ſhould be examined and paſſed quarterly, inſtead of waiting until the concluſion of the Agency.

The neceſſity and utility of this immediate inveſtigation of Accounts is ſtrikingly apparent; for in the caſe of any incorrect or ſuſpicious circumſtance appearing, it affords the means of obtaining elucidation without delay, which a lapſe of time, or the death of the parties, may render impoſſible, when Accounts are ſuffered to remain in the Office for many years without being liquidated; and, in the event of an Accountant making unjuſtifiable or irregular charges, the immediate notice of ſuch improprieties will prevent the repetition of them; whereas, if they paſs unnoticed, the Accountant naturally concludes that they have been admitted, and thus abuſe obtains a tacit approbation, and may be of long continuance before it is detected; and when detected, the death of the party, and various other cauſes, may render the recovery of any ſum of money thus improperly charged impoſſible.

Advantage of the ſpeedy examination of Accounts.

Diſadvantages of the examination being poſtponed.

But admitting that delay may ſometimes unavoidably occur in paſſing the Accounts of Foreign Agents and Storekeepers, owing to the length of time neceſſary for obtaining elucidation on points apparently objectionable, yet no ſuch reaſon can be urged in excuſe for not paſſing the Accounts of Commiſſion Agents, and Agents and Storekeepers at the eſtabliſhments at Home, becauſe, in the caſe of any apparent incorrectneſs, reference can immediately be made to the parties, or they may be called before the Board for affording ſuch explanations as may be required. But notwithſtanding the little impediment there is to the paſſing of Home Accounts, it appears that the liquidation of theſe Accounts has not been more attended to than the Foreign Accounts.

Home Accounts may certainly be examined ſoon.

Nevertheleſs this has not been done.

In the obſervations of the Commiſſioner ſuperintending the Store branch of the Office, reſpecting the Arrears of Accounts in his Department, he expreſſes the ſolicitude he has had to avoid precipitancy; but though we allow that Accounts ſhould not be looſely and haſtily paſſed over, yet we have ſtated circumſtances which prove that a much greater progreſs might have been made in the liquidation of the unſettled Accounts, both of Caſh and Stores, in the Victualling Office.

Appendix, N° 41.

Greater progreſs might have been made, in the examination of Accounts.

We cannot avoid remarking, that when it becomes notorious that the Accounts delivered into any Office generally lay there for a conſiderable time, and ſometimes for years, before they are finally ſettled, it offers an inducement to Men of incorrect principles to hazard the making of unjuſt charges, which they would not venture to do were the Accounts more ſpeedily examined, and finally liquidated.

The very confined ſtate of the Victualling Office makes it neceſſary that we ſhould ſtrongly recommend that the rooms adjoining to that Office, lately occupied by the Board for Sick and Wounded Seamen, be aſſigned without delay for the uſe of the Victualling Office.

Sick and Hurt Office ſhould be united to the Victualling Office.

Having, we think, ſtated enough to ſhew that the mode of conducting the buſineſs, by allotting to each Commiſſioner a particular branch, has proved from the period of its firſt adoption in 1711 down to the preſent time, to be completely inſufficient to its end in ſo far as regards that very important part of the duty of a Public Board, the examination of Accounts, we will now proceed to ſtate ſome additional circumſtances tending to ſhew the impolicy of a continuance of that ſyſtem, as connected with their other branches of duty.

Allotment of Duties to individual Commiſſioners, ſhewn to be completely inſufficient, ſo far as relates to Accounts.

Other objections to that Syſtem.

Upon this point the Commiſſioners of 1788 obſerve, that from the ſtatement they have given of "the duty annexed to thoſe offices which are ſuperintended by the reſpective Commiſſioners, it appears, that ſeveral of them include branches of manufacture as well as of Accounts;" and that "this circumſtance afforded them an opportunity of viewing the operation of thoſe departments in a double but leſs favourable light:"—they proceed to ſay, "they apprehend that, to direct with effect the proceſs of manufacture, requires a regular, daily and unremitting attendance, which no Commiſſioner can poſſibly beſtow; alſo, practical ſkill and knowledge with reſpect to the particular ſpecies of manufacture, which few, if any, gentlemen in their habits of life can be expected to poſſeſs."

8th Report, page 567.

Reaſons given by the Commiſſioners of 1788 for aboliſhing it.

"They

" They found, likewiſe, that the Commiſſioners ſuperintendence over the ſeveral " departments in queſtion, was rather nominal than real."

Superintendence of Commiſſioners rather nominal than real.

Ineffectual, however, as in the opinion of thoſe Commiſſioners, the branching out of the duties to the ſeveral members had proved to be, it is to be obſerved that there was infinitely more probability of the meaſure being attended with advantage at the period it was adopted, and for a length of time afterwards, than there has been of late years; for, formerly, the office and the whole of the Victualling Eſtabliſhment were on Tower-hill or contiguous to it; the buſineſs of the office at thoſe periods was on a very ſmall ſcale, compared with its preſent extent; and it might then have been expected, that, from the contiguity of the ſeveral departments, the members, having ſuperintendence of the reſpective branches, might have perſonally inſpected the proceedings in them: but in 1787, the Victualling Eſtabliſhment was removed to Deptford, and the principal office to Somerſet-place; the former preſumed advantage therefore of contiguity has been entirely taken away, and the perſonal ſuperintendence of the members has, in a ſtill greater degree, become, as thoſe Commiſſioners of 1788 very juſtly obſerve, " rather nominal than real;" and this the Commiſſioners of the Victualling do in ſome meaſure confeſs; for, in their obſervations on the propoſal of the Commiſſioners of 1788, for exempting the members of the Victualling Board from all ſuperintendence of ſeparate departments, they admit that " real practical " ſkill and knowledge could not be expected from them."

Individual ſuperintendence leſs effectual now than formerly.

It is true that they may have been prevented from perſonally ſuperintending their ſeveral branches by the preſſure of buſineſs at the office; but to whatever cauſe the omiſſion may have been owing, the concluſion is inevitable, that the buſineſs of the departments has been looſely conducted owing to the want of ſuch ſuperintendence; or that, if it has been well performed, the ſuperintendence of an individual member over each branch of buſineſs is unneceſſary.

Beſides, in fact, it is by no means an effectual check againſt irregularities, for as a member preſiding over a particular branch is naturally extremely jealous of his prerogative, the other Commiſſioners ſeldom remark on or enquire into the tranſactions of any other department than their own; ſo that, if from the rareneſs of the viſitations of the Commiſſioners, perſonally to inſpect and minutely to enquire into the proceedings in their particular branches at Deptford, the chief officer in any branch there were wanting in diligence or integrity, abuſes may long be continued before they may be detected: and, as obſerved by the Commiſſioners of 1788, in their Report upon the Victualling Office before-mentioned, " as unworthy perſons have undoubtedly been " protected by individuals high in ſtation upon the Victualling Eſtabliſhment hereto- " fore, ſo they truſt the aboliſhing departments will tend in a conſiderable degree to " prevent ſuch an abuſe in future."

6th Report, page 583.

But ſuppoſing the Commiſſioners, preſiding over the ſeveral branches at Deptford, were more frequently to inſpect them, the ſubordinate perſons in theſe departments would naturally be leſs inclined to venture upon irregularities, if their conduct were to be inſpected by a variety of ſuperiors, than when it is to be obſerved upon by only one; becauſe the diſpleaſure of one perſon may, by various means, be more eaſily appeaſed, than could be hoped for when their demerit was notorious to many; and, as it would ſeem to be an impeachment of the vigilance of his own ſuperintendence, for a Commiſſioner to make known to the Board the irregularities and miſmanagement which may have taken place in the branch committed to his own particular care, the tendency which is inherent in this ſyſtem, to keep mal-practices concealed, has great weight with us againſt its continuance.

We do not mean, however, to throw out ſuſpicions of ſuch having been the caſe; on the contrary, we will ſtate diſtinctly that we ſhould not be authorized, by any thing which has come before us, to convey ſuch an inſinuation; but, in conſidering the policy of a particular ſyſtem, we think it would be very wrong to loſe ſight of the poſſibility of corrupt perſons holding ſituations of truſt and importance, and that therefore, in laying down rules for an improved ſyſtem, care ſhould be taken to guard, as much as poſſible, againſt any impropriety of conduct which perſons of that character might, under a different ſyſtem, have it in their power to be guilty of with impunity.

The Commiſſioners of the Victualling, in a letter to the Admiralty, dated 15th February 1788, ſtated to their Lordſhips, that " having taken into conſideration the late " removal of the Cutting-houſe, Dry Stores, and Cooperage, from Tower-hill to " Deptford, and the intention of removing the Brewhouſe thither alſo, as ſoon as the " buildings and other conveniences for carrying on the Brewing can be prepared; and " regarding likewiſe the recent removal of the principal Office from Tower-hill to " Somerſet-place, they find that material alterations are thereby neceſſary in the eſta-

" bliſhment

" bliſhment at Deptford ;" and they gave it as their opinion, that, " preſerving their " reſpective branches ſeparate, and upon the principles on which they were conducted " at Tower-hill, (with the propoſed alterations) would be the beſt mode of carrying " on the ſervice at Deptford."

They further ſtated, that " the diſtance at which the principal Office is now placed " from the Victualling premiſes at Deptford, occaſions the immediate reference to or " directions from the Board, in all caſes that may ariſe, as heretofore, impracticable." They therefore ſubmit to their Lordſhips " the propriety of appointing a ſuperintend- " ing Officer, with power to inſpect generally the buſineſs carrying on, and give ſuch " orders as may be neceſſary, until directions can be obtained from the Board."

1788. The Admiralty, by an order dated the 29th February following, directed the alterations ſuggeſted by the Victualling Board to be carried into execution; and, approving alſo of their propoſal reſpecting a Superintendent at Deptford, the then Agent Victualler was appointed to that office accordingly, and the Commiſſioners of the Victualling furniſhed him with inſtructions for his guidance in the performance of his duty.

That the appointment of a general Superintendent at Deptford was a very wiſe and judicious meaſure cannot be doubted; but it is not a little remarkable that the motive aſſigned by the Victualling Board for propoſing it, being that " the diſtance at which " the principal Office is placed from the Victualling Eſtabliſhment at that place ren- " dering the immediate reference to it impracticable," they ſhould have been of opinion, when they made their Report to the Committee of the Houſe of Commons on Finance in 1798, that the Commiſſioners ſhould reſpectively continue the ſuperintendence over diſtinct branches of the buſineſs to be there carried on, when the diſtance complained of in the one caſe rendered it equally impracticable for the Members of the Board to ſuperintend, with any good effect, the tranſactions of the branches over which they preſided.

The Commiſſioners of 1788, in their Eighth Report, before noticed, obſerve, that conſiderations of patronage might probably operate in favour of departments.

Page 557. They ſtate, that " the patronage annexed to the office of Accountant for Caſh, and " of Accountant for Stores, greatly exceeds the due proportion, when compared with " the patronage which, collectively or individually, is annexed to the ſeveral Offices " that are under the ſuperintendence of the remaining Commiſſioners." But they add, " We muſt, however, in juſtice to the Commiſſioners who preſide over the departments " before-mentioned, obſerve, that they appear to have exerciſed their right of Patron- " age with great propriety, by not receiving any premium or valuable conſideration " whatſoever from thoſe perſons who have been the objects of it."

We believe that the ſame highly commendable diſintereſtedneſs in the Commiſſioners ſtill continues; but, nevertheleſs, it is natural for men to be deſirous of retaining a power, which, although they may not derive pecuniary advantage from it, affords them the means of conferring favours.

Bad effects of the Individual Superintendence of Commiſſioners, in regard to the management at Deptford.

It is neceſſary to notice another conſequence ariſing from the continuance of ſeparate branches. The Superintendent at Deptford is, by his inſtructions, directed " to take upon himſelf the ſuperintendence and general conduct of the Victualling " Service at Deptford, and ſee that the ſeveral Officers in the execution of their " reſpective duties, do ſtrictly comply with their inſtructions, and all ſuch orders as " they may from time to time receive; and, for this purpoſe, he is frequently to " viſit the different offices and ſtores, in order to inſpect the ſtate thereof; and alſo " to inſpect the books and accounts of the different officers when it might appear " to him expedient, and give ſuch temporary orders as he ſhall judge to be ne- " ceſſary, &c. &c."

The ſubject matter, contained in the above quotation, from the inſtructions to the Superintendent, is no doubt well calculated to enable him to anſwer the purpoſes of his appointment; but it does not appear that the advantages which might reaſonably have been expected from it have been really obtained, owing, not only to the jealouſy with which the Commiſſioners, preſiding over the ſeveral branches, have viewed all interference in their reſpective departments, but alſo owing to the ſame degree of jealouſy having prevailed among the Officers belonging to thoſe branches; for the interference of the Superintendent has generally been deemed an encroachment; and, on ſuch occaſions, an appeal from an Officer to the Commiſſioner at the Board at the head of the department in which the preſumed unwarranted interference of the Superintendent took place, has ſometimes produced a deciſion on the caſe unfavourable to the Superintendent, and calculated to lower him in the eſtimation of thoſe who ought to be required to reſpect his authority: hence, the Superintendent, deſirous to avoid giving offence to, or awakening the jealouſy of, any member of the Board under

under which he ſerves, will naturally be diſpoſed to ſuffer matters to paſs unobſerved, which he would otherwiſe think it right to notice; ſo that the controuling authority given to him by his inſtructions, has been rendered as little real as the individual ſuperintendence of the Commiſſioners themſelves.

Authority of the Superintendent rather nominal than real.

The Officers, conſidering themſelves reſponſible for their conduct not to the Superintendent but to the Commiſſioners, to whoſe management the branches to which they reſpectively belong are committed, do not ſhew that deference to the Superintendent to which, by his ſituation, he is entitled, and hence ariſe jealouſies and bickerings very prejudicial to the public ſervice.

From what has been ſaid it evidently appears, that the ſyſtem of the Commiſſioners of the Victualling ſuperintending individually the ſeveral branches of the department, ſhould be no longer continued; and it will follow, as a conſequence of that abolition, that the Superintendent at Deptford, being furniſhed with due powers, will meet with no impediment in complying with his inſtructions; the various ſervices will, under his immediate perſonal inſpection, be carried on with more promptneſs, regularity, and efficacy, than when his authority is doubted, and his interference deemed intruſion; and, by the Officers of the ſeveral departments making, through him, their communications on all ſubjects relating to the ſervice, to the Board at large, the frequency of their viſits to London, to confer with the Members at the head of their particular branches, will be obviated, and they will no longer have pretences for coming to town, and leaving to perſons of inferior conſideration, the care and ſuperintendence of the numerous workmen employed under them.

Advantages of the abolition of individual Superintendence in regard to Deptford.

Previouſly to our propoſing a plan for the remedy of the evils which we have detailed, and for improving the mode of tranſacting buſineſs at the Victualling Office, it may be right to give ſome account of the aſſiſtance which has been afforded to this Board, by increaſing the number of its Members; and, in doing ſo, it will be neceſſary for us to ſhew what augmentation has been made in the number of Members belonging to the other Naval Boards from the earlieſt period.

In the year 1660, the buſineſs which is now performed by the three Naval Boards; namely, the Navy Board, Victualling Board, and Tranſport Board, was all conducted by the Navy Board. The number of Commiſſioners was then ſix excluſive of the Treaſurer.

Navy Board, in 1660, conſiſted of ſix Commiſſioners, and then they had the management of what is now done by the Victualling Board and Tranſport Board. 5th Report Commiſſioners of 1788, page 181.

In the year 1683, the Navy Board was relieved from the buſineſs of the Office, and four Commiſſioners were appointed to perform that ſervice.

1683.—Victualling taken away.

Between 1683 and 1787 (the particular year we cannot learn), the number of Commiſſioners at the Navy Board, was increaſed to ſeven for a permanency, and at different periods to ten in time of war.

Between 1683 and 1787—7 Commiſſioners for a permanency, 10 in war.

Some time after the peace in 1783, the number was reduced to the peace eſtabliſhment (Seven).

Between 1783 and 1787—7 permanent Commiſſioners.

In 1787 the number was increaſed to eight for a permanency.

1787. 8 permanent Commiſſioners.

In 1794 the Navy Board was further relieved from the buſineſs relating to tranſports, and the Tranſport Board was appointed, conſiſting at firſt of three, and afterwards of five Members; but as this Board had other duties to perform, beſides thoſe tranſferred to it from the Navy Board, the relief afforded to that Board may be conſidered as equal at leaſt to two Commiſſioners.

1794. Tranſports taken away. 9th Report of Naval Reviſion.

In 1796 the number of Members of the Navy Board was fixed at ten for a permanency; and in 1806 we found it neceſſary to propoſe that it ſhould conſiſt of twelve.

1796. 10 permanent Commiſſioners. 1806. 12 D°

It is before obſerved, that when the Victualling Board was firſt inſtituted in the year 1683, it conſiſted of four Members.

4th Report of Naval Reviſion Victualling Board. 1683. 4 members. 8th Report of Commiſſioners of 1783, page 553.

In 1689 the number was increaſed to five, and in 1704 to ſeven; ſince that time no increaſe has taken place, although, within the ſame period, it has been found neceſſary that the Navy Board, beſides being relieved from the buſineſs relating to tranſports, ſhould be increaſed from ſeven to twelve; and as the tranſport buſineſs, at the loweſt eſtimate, muſt have been equal to two Commiſſioners, the Navy Board will, when our propoſal is adopted, in reality have received aſſiſtance equal to ſeven Commiſſioners, which is exactly double the number which belonged to that Board in 1794.

1689. 5 Members. 1704. 7 D° No increaſe ſince.

The Navy Board has likewiſe, ſince 1796, had the advantage of being divided into Committees; and, in conſequence of that Diviſion, a great deal of new buſineſs, or rather buſineſs which was before wholly neglected, has ariſen; and the ſame thing

may be expected at the Victualling Office; but, notwithstanding the additional number of Members given to the Navy Board—notwithstanding it had been relieved from the business relating to transports—and notwithstanding the advantage derived from a division of its labours, by means of Committees, the increase of the Navy, and the consequent augmentation of the duties in every department of the Navy Office, had been so great and rapid, that, at the time we reported upon that Board, we find that the establishment was inadequate to the execution of the business on so enlarged a scale, without being liable to those errors, irregularities, omissions and inaccuracies, which must unavoidably occur in business executed in too much haste.

Page 576.

The Commissioners of 1788, in their Eighth Report, recommended, that the duties of the Victualling Board should be divided between two Committees, consisting of three Members each, with a Chairman to superintend the whole; thus, in the opinion of those Commissioners, making seven Members necessary at that time.

The proposal of the Commissioners of 1788 for Two Committees, not having been adopted, the effect of that plan cannot be judged of.

If their proposal had been adopted, we should have had it in our power to have judged of the effect, which the arrangement then recommended, might, by this time, have produced, provided the expectations which those Commissioners had formed, of the perseverance, zeal and activity of the Members of the Victualling Board had been realized.

What other circumstances must therefore be attended to.

Although, in consequence of the plan in question not having been adopted, we are deprived wholly of that best of all rules of judgment, the test of trial in practice; yet there are some circumstances which have occurred since 1788, by which some judgment may be formed of the nature and extent of the establishment which is now necessary for the Victualling Board.

Navy greatly increased.

In 1788 the tonnage of the Navy amounted to 413,667 tons; since that time it has increased so rapidly as to amount, on 31st December last, to 776,057 tons.

In 1788, 413,667 tons. In 1806, 776,057 tons. 11th Report Commissioners of Land Revenue.

This growing increase of the Navy cannot fail to have augmented the business of the Victualling Board in the same proportion.

Also the expence of Victualling the Navy.

In 1788, £.329,404. 2s. 3d. whereas, in the course of 1806, it amounted to £.3,746,897. 0s. 7d.

In 1788, £.329,404. 2. 3. In 1806. £.3,746,897. 0. 7. Appendix, N° 54.

Since 1788, the business relating to Army Provisions added (in 1793.)

Appendix, N° 53.

In 1794, £.257,973. 9. 8. In 1806, £.500,618. 15. 6.

Since 1788, likewise, the whole business of providing and distributing to the different stations abroad all the provisions necessary for the Army, has been added to the duties of the Victualling Board, the expence of which alone amounted in 1794 (the first year after that business was transferred to that Board) to £.257,973. 9s. 8d. from which time to the present it has been gradually increasing, until, in the course of last year, it amounted to £.500,618. 15s. 6d. thus making the whole expenditure in the victualling department, for the year 1806, £.4,247,515. 16s. 1d. which is more than twelve times the amount of what it was in 1788, at the time the Commissioners of 1788, thought that seven Commissioners were necessary at the Victualling Board.

Expenditure in 1806, twelve times the amount of what it was in 1783, viz. 1788, £.329,404. 2. 3 1806, £.4,247,515. 16. 1.

Immense Arrears of unliquidated Accounts.

To this growing increase of duty is now to be added, the vast body of accounts of cash and stores, which have been gradually falling into arrear, for more than the last twenty years, and which, still remaining unliquidated, require to be examined without further delay.

Reasons why, notwithstanding this great increase of business, no additional number of Members is proposed to be appointed.

No means of judging of the effect of the plan proposed in 1788, as trial has not been made of it.

Better division of duty thought practicable.

Advantage of giving to each Member a certain portion of business.

A third Committee should not be appointed until after trial of the plan with two.

These facts would seem to call for a considerable addition to the establishment of the Victualling Board, in order to bring up those outstanding Accounts, prevent future arrears, and keep pace with the extension of the service.

But, not having it in our power in this instance, as we had in that of the Navy Board, to judge of the effect which the division of the duties of the Victualling Board into Committees might have, owing to the plan for that purpose, recommended in the Report of 1788, not having been carried into execution; being of opinion, likewise, that a better division of the business of the Office between two Committees may be made, than is recommended in that Report; conceiving also, that additional facility and dispatch will be afforded by giving to each Member of each Committee a certain portion of business to conduct; and being at the same time unwilling to run the hazard of incurring the additional expence of increasing unnecessarily the number of Commissioners, until trial shall have been made with the present number, We shall, in the first place, recommend that the seven Members be divided into two Committees, and if, after trial shall have been made of the plan of two Committees, it shall be found that the arrears of accounts cannot be liquidated, that growing arrears cannot be prevented, and that the increased scale of the service requires that further aid should be given by the addition of another Committee, Government must take such farther measures as experience may then shew to be necessary; but, without the test

of

of trial, we feel that it is a proper caution on our part, to avoid recommending ſo great an increaſe in the eſtabliſhment as a third Committee would render neceſſary.

We ſhall give the outlines of a plan with three Committees towards the cloſe of our Report, to be acted upon if occaſion require. Plan with three Committees.

The following is the plan, to be firſt tried, with two Committees : Plan with two.

PLAN for conducting the Buſineſs at the VICTUALLING OFFICE, with Two Committees.

The Board ſhall be divided into two Committees.

A Committee for General Buſineſs, and for Caſh and Store Accounts.

The Chairman ſhall ſuperintend the proceedings of both Committees, and, whenever it ſhall be neceſſary, preſide thereat. Chairman to ſuperintend both Committees.

The Committee for general buſineſs ſhall conduct the current buſineſs and correſpondence of the Board; conſider of the proper quantities of ſtores and proviſions required for the victualling ſervice in general, both at home and abroad, and cauſe the ſame to be timely provided, and direct the diſtribution thereof; examine and paſs all purſery accounts; attend to the economy of manual labour, and all other matters in the ſeveral Victualling Eſtabliſhments at home and abroad; and tranſact all ſuch other buſineſs as may not fall under the direction of the other Committee; and ſhall conſiſt of Duties of the Committee for general buſineſs.

The Chairman, a Civilian :
Deputy Chairman, a Captain in the Navy :
One Commiſſioner, a Civilian; and
Another Commiſſioner who has ſerved in the Navy as a Purſer.
The Secretary to the Board ſhall alſo act as Secretary to this Committee. Who to conſiſt of.

The Committee for Caſh and Store Accounts ſhall take cognizance of the receipts and diſburſements of all monies; adopt meaſures for the ſpeedy recovery of all outſtanding balances and money due to the Public; examine and paſs all accounts of caſh (except Purſery Accounts, which are entruſted to the Committee for General Buſineſs) take cognizance of the receipt, iſſue and remains of ſtores and proviſions; examine and paſs all accounts of ſtores and proviſions (except Purſery Accounts) and tranſact the current buſineſs relative thereto; and ſhall conſiſt of Duties of the Committee for Caſh and Store Accounts.

The firſt Commiſſioner of the Committee, a Civilian :
One other Commiſſioner, a Civilian; and one other Commiſſioner, who has ſerved in the Navy as a Purſer. Who to conſiſt of.
A Secretary ſhould be appointed to this Committee.

In conſequence of this diviſion of buſineſs, the duties now entruſted to the execution of individual Commiſſioners, ſhall be conducted by the above-mentioned Committees, as follows, viz. The Departments allotted to each Committee.

Department of Caſh	By the Committee for Caſh and Store Accounts.	
— Stores		
— Hoytaker	Such part thereof as relates to the Current Buſineſs, to the proviſion, care, converſion and diſtribution of Stores, and to the economy of manual labour	Committee for General Buſineſs.
— Brewhouſe		
— Cuttinghouſe		
— Dry Stores	Such part as relates to the receipt and diſburſements of money, and to the receipt, iſſue and remains of ſtores	Committee for Caſh and Store Accounts.
— Cooperage		

The Members of the Board ſhall take precedence as follows: Precedence of Members.

The Chairman :
Deputy Chairman :
Firſt Commiſſioner of the Committee for Caſh and Store Accounts :
The other Commiſſioners according to the dates of their reſpective appointments.

In

Abſence of Members.

In the event of the abſence of one of the Members of either of the Committees, the Chairman of the Board ſhall either cauſe the buſineſs allotted to him to be tranſacted by the remaining Commiſſioners, or appoint ſuch Member of the other Committee to ſupply his place, as he ſhall judge moſt conducive to the benefit of the public ſervice.

Diſtribution of Buſineſs in the Committees among the Members.

The Chairman of the Board, with the aſſiſtance of the Deputy Chairman (in the Committee for General Buſineſs) and of the firſt Commiſſioner (in the Committee for Caſh and Store Accounts) ſhall diſtribute the buſineſs to be performed, and the Accounts to be examined in each Committee, among the different Members thereof, ſo that each Member may have a certain portion of buſineſs to tranſact; ſuch diviſion of buſineſs to be approved of by the Board, and a new diſtribution thereof ſhall be made, whenever a change takes place in the Members of a Committee.

Diſtribution of Returns.

In order to enſure the regular tranſmiſſion of all periodical and other Returns, on the part of the Officers of the Victualling Yards, or other eſtabliſhments at Home and Abroad, and from all perſons employed under the Victualling Board (upon which the proper management of the general ſyſtem very much depends) the examination of a certain number thereof ſhall be aſſigned to each Member, who ſhall take care that the ſaid Returns be duly tranſmitted, ſo that the whole of them may come under the view and inſpection of ſome one Member of a Committee, who ſhall ſign his initials to ſuch Returns, in proof of their having undergone his examination.

Each Member ſhall attend to the progreſs of that portion of buſineſs aſſigned to him, and completely examine into every matter (particularly every Account) which he takes in hand, from the beginning to the end, by which means every ſubject brought before the Committees will be more accurately inveſtigated, than if a part of it were examined by one Member, and a part by another.

Steps to be taken when irregularities occur.

Whenever any thing not authorized by preſcribed regulations, or ſanctioned by eſtabliſhed cuſtom, ſhall occur, or whenever any doubts ſhall ariſe in the mind of the individual Commiſſioner, to whom the examination of an Account, or the conducting of a certain portion of the buſineſs has been committed, reſpecting the propriety of any circumſtance which may come before him for inveſtigation, ſuch Commiſſioner ſhall ſubmit the ſame to the conſideration of the Committee, and in thoſe caſes (which will comprehend the admiſſion of unuſual Charges in Accounts and Expenditures of Stores, as well as directions for payments out of the common courſe) the Reſolutions of the Committee upon them ſhall be invariably ſubſcribed with the initials of the names of the Members then preſent, and no document of this deſcription ſhall be deemed authentic, without the initials of two Members; but the Minute for the final paſſing of all Accounts, whether of Caſh or Stores, ſhall be invariably ſigned by three Commiſſioners.

Junior Member of the Board and of the Committees to be reſponſible, that the contents of orders and letters be in conformity to the intention of the Board or Committee.

The junior Member of the Board, and alſo the junior Member of each Committee, ſhall be held reſponſible for the contents of all orders and letters being in conformity to the intention of the Board or Committee.

Members to ſign the order or letter which may relate to the portion of buſineſs particularly allotted to them.

As far as circumſtances will admit, each Member ſhall ſign the order or letter that may have relation to the particular portion of buſineſs placed under his immediate ſuperintendence.

The Committees to have recourſe to the Chairman, or ultimately to the Board in certain caſes.

In caſes of importance, difficulty or doubt, the Committees ſhall, whenever they judge it neceſſary, have recourſe to the advice and aſſiſtance of the Chairman; but if, nevertheleſs, doubts ſhall ſtill remain, then the ſenſe of the Board at large ſhall be taken thereupon.

The Chairman in the Committee for General Buſineſs, and the firſt Commiſſioner in the Committee for Caſh and Store Accounts, to have the direction of the buſineſs in theſe Committees, and be accountable that no arrears occur.

The Chairman in the Committee for General Buſineſs, and the firſt Commiſſioner in the Committee for Caſh and Store Accounts, ſhall have the ſuperintendence and direction of the buſineſs required to be tranſacted in thoſe Committees, and be accountable for any arrears that may occur.

Hours at which the Members ſhall proceed to buſineſs, &c.

The Members ſhall proceed to buſineſs on each day at eleven o'clock in the forenoon at the latеſt, at which hour, or as ſoon after as the arrival of the poſt and neceſſary arrangement of the letters will admit, all the Members ſhall aſſemble in the Board Room, to hear the correſpondence of the day read; thoſe letters which relate to the buſineſs of the Committees ſhall be referred to them reſpectively, to be acted upon; and immediately after the correſpondence of the day ſhall have been read, the Members ſhall repair to their Committees, and proceed in tranſacting the buſineſs allotted to them reſpectively.

General Board Days.

There ſhall be two general Board Days in each week, namely, Tueſday and Friday; and

and on thoſe days it ſhall be the duty of the Board to hear the Minutes of the Committees read, in order that every individual Member may be afforded the opportunity of having a general knowledge of every thing that is done in thoſe Committees, and of bringing into diſcuſſion any tranſaction of a Committee which may appear to him objectionable, or to require further elucidation, and, if nothing objectionable appear, the Board ſhall approve of the ſaid Minutes.

Minutes of the Committees to be read to the Board.

The Board ſhall alſo take into conſideration, and decide upon all ſuch matters as ſhall have been deemed of ſuch importance by the Committees, as to make it neceſſary to refer the ſame to the Board at large for their opinion and deciſion; and alſo to perform all ſuch other buſineſs as may require the attention and determination of the whole Board.

The Board to decide on all matters referred to them by the Committees.

All Contracts and Agreements (thoſe for ſecret ſervices only excepted, which are to be entruſted to the Chairman as hereinafter directed) ſhall be made by the Board at large, either on the general Board days, if the ſame can be done without interfering with the buſineſs of the day, or on ſuch other days as the Board at its diſcretion may think proper to ſet apart for that purpoſe, according to the nature, importance, and extent of the Contract or Agreement about to be made.

Contracts and agreements to be made by the Board at large, except thoſe for ſecret ſervices.

Although the days before-mentioned be ſet apart for regularly aſſembling the whole Board, yet the Chairman ſhall have authority to call the Members together, and form a Board, whenever any circumſtances may occur upon which a prompt deciſion of the Board at large ſhall be neceſſary; and whenever either of the Committees may have before them any matter requiring the conſideration and determination of the whole Board, the deferring of which to a regular Board day might in any material degree impede their proceedings, they ſhall apply to the Chairman to call the Members together, to decide without delay on the matter in queſtion.

The whole Board to be aſſembled on all neceſſary occaſions.

As it may however often happen that the buſineſs, requiring the conſideration of the whole Board, may not be of a nature to occupy the attention of the Members during the whole of the day, in thoſe caſes the Board ſhall be diſſolved as ſoon as the matters which demanded their attention ſhall be diſpoſed of, and the Members compoſing the Committees ſhall repair to the execution of the duties ſpecially allotted to them reſpectively.

The Committees to repair to their ſpecial duties as ſoon as the buſineſs for which the Board has been aſſembled is completed.

The other days in the week, viz. Monday, Wedneſday, Thurſday, and Saturday, and ſuch parts of the general Board days as may not demand the attention of the Members in their collective capacity, as a Board at large, ſhall be aſſigned to the performance of the duties to be tranſacted in the reſpective Committees.

On the days of the week not ſet apart for general Board days, the Members are to attend to the duties of their reſpective Committees.

Every Member ſhall at all times have a right to call for any official papers whatever, that he may be deſirous to inſpect, excepting ſuch as contain matters of a ſecret nature, that have been confided ſolely to the Chairman.

Members authorized to call for all official papers, except thoſe of a ſecret nature.

No Commiſſioner, Officer, Clerk, or other perſon belonging to the Victualling Department, ſhall receive for his own advantage any fee, gratuity, perquiſite, or emolument whatever, from any perſons having, or having had, any tranſactions with the Victualling Department; and to this effect, and for the faithful performance of their reſpective duties, every Officer, Clerk, Porter, and Meſſenger now poſſeſſing thoſe employments, ſhall forthwith, and ſuch as may be appointed to them hereafter, ſhall, before they enter upon the performance of thoſe duties, take an oath; and the Officers and Clerks ſhall alſo give a bond in three times the amount of their reſpective ſalaries.

Fees forbidden.

Appendix, N° 1. Oath.

Appendix, N° 2. Bond.

Beſides the Bond above-mentioned, all Officers, Clerks, and others concerned in the receipt or diſburſement of the public money, ſhall alſo enter into the additional Bond preſcribed, in three times the amount of their ſalaries, with two ſufficient ſureties, to be approved of by the Commiſſioners for Victualling His Majeſty's Navy; and in default therein the party ſo offending ſhall be diſmiſſed from his ſituation, and rendered incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, N° 3. Additional Bond. Offenders herein diſmiſſed.

In the oath to be required from every Agent, Correſpondent, Purſer, and every other Accountant with the Victualling Office, a clauſe ſhall be inſerted, that the party himſelf hath examined the Account, to the truth of which he ſwears.

A Clauſe to be in the Oath to be taken by all Accountants, that they have themſelves examined the Account, to the truth of which they ſwear.

The Chief Clerk in the Office of the Secretary ſhall, on the firſt day of each month, lay before the Board, or either Committee, as the caſe may require, an account of all letters unanſwered, orders unexecuted, and all omiſſions which may appear in the receipt and tranſmiſſion of official papers.

Chief Clerk in the Secretary's Office to lay monthly before the Board, or either Committee, an account of all letters unanſwered, &c.

The Chief Clerk of the Impreſt Office ſhall ſtrictly examine the rates of Exchange at which all Bills are drawn, and ſee that, when the Bills have borne a premium, the amount

Chief Clerk of the Impreſt Office to examine the rates of exchange, and ſee

That premiums on bills be duly credited to Government, &c.

amount thereof be duly credited to Government: he is alſo to ſee when payments have been made, or money received, that the rates of Exchange have been duly attended to.

Perſons entruſted with the expenditure of the public money to atteſt upon oath on their quarterly Caſh Accounts that they have received no benefit from ſuch expenditure.

Every perſon entruſted with the making purchaſes, or other expenditure of the public money abroad, ſhall atteſt upon oath, on his Quarterly Caſh Account, that he neither has received, nor expects to receive, directly or indirectly, any benefit whatſoever from ſuch expenditures; and that the purchaſes ſo made by him have been effected without favour to any one, and upon the beſt terms to the Public.

Every Account of expenditure to be accompanied with a General Caſh Account current.

Every Account of the expenditure of the public money delivered into the Office, ſhall invariably be accompanied with a General Caſh Account current of all receipts and diſburſements.

Perſons to whom Impreſt Bills ſhall be iſſued to be charged with the full amount of bills including intereſt, &c.

All perſons, to whom Impreſt Bills ſhall be iſſued, ſhall be charged in the Impreſt Ledger, with the full amount of the bills, including the intereſt thereon; and the Perſons to whom ſuch Impreſt Bills ſhall be iſſued, ſhall not be allowed credit for any part of the intereſt, without producing ſatisfactory proof of the day when the bill was neceſſarily negociated, for the purpoſe for which it was iſſued.

The Clerk who ſhall examine any Account, to report any objections which may appear.

The Clerk who ſhall examine any Account, for the purpoſe of ſeeing that it be, in all things, proper and conſiſtent with the orders of the Board, or either Committee, ſhall report the nature of any objections that may appear, particularly noting any voucher that may be deficient, and every circumſtance of a ſuſpicious appearance or irregularity he may diſcover in any voucher, ſtating the time he made the examination, and ſigning his name to the Report.

Clerks who examine the caſtings of vouchers, to note the time of their ſo doing.

The Clerks who ſhall examine the caſtings of the vouchers to Accounts, ſhall note the time of their ſo doing, and affix their ſignatures thereto.

No vouchers to be returned to Accountants except in particular caſes, and by the authority of the Board.

When any Account ſhall have been paſſed, no paper or document furniſhed as vouchers thereto, ſhall be returned to the Accountant, or delivered to any other perſons, but they ſhall be preſerved in the proper Offices, as the authority for the charge having been allowed, in the ſupport of which they were produced, except they may be neceſſary for the Accountant in any legal proceſs, in which caſe he ſhall make application to the Board for them in writing, ſtating for what particular purpoſe he requires them, upon which the Board may allow them to be delivered to him; but he ſhall firſt give a receipt for them, on the back of which he ſhall ſign a declaration, that they ſhall be returned to the Office at a given time, to be then fixed on; and no paper or document of the above deſcription ſhall, on any account whatever, be taken out of the Office without the expreſs authority of the Board.

Officers to be informed when Impreſts are charged againſt them.

In all caſes when any Bill or Bills of Exchange ſhall be ordered to be accepted, and the amount of ſuch Bill or Bills charged as an Impreſt againſt any Officer, in conſequence of the neceſſary vouchers for clearing the ſame not having been tranſmitted to the Office, ſuch Officer ſhall without delay be informed thereof, and alſo have pointed out to him the requiſite documents for diſcharging the ſame, and required to tranſmit them forthwith to the Office.

Digeſt Book.

There ſhall be kept a Book, to be termed The Digeſt Book, in which ſhall be inſerted all exiſting inſtructions and ſtanding orders, and alſo all ſuch inſtructions and ſtanding orders as ſhall from time to time hereafter be given to the Board, arranged under their reſpective heads in alphabetical order, according to the nature of the ſubject to which they reſpectively relate, for the purpoſe of affording an eaſy reference to all the inſtructions and orders, by which all perſons ſubject to the authority of the Board, are to be governed, with a view to aſcertain whether they duly comply with the ſame, and that the Board may have recourſe to theſe Records at all times, whenever, from any matter under conſideration, it may become neceſſary.

Abſtracts of correſpondence on important ſubjects to be kept in the Office of the Secretary.

There ſhall be kept in the Office of the Secretary, abſtracts of all correſpondence on important ſubjects, with reference to the original documents, in order to obviate the unneceſſary waſte of time, in making reſearches into the whole of a voluminous correſpondence; and at the end of every year they ſhall be arranged, indexed, and bound, to ſerve as Records for future reference.

Committees to viſit the Victualling Eſtabliſhments at the Out Ports.

A Committee, compoſed of three Members of the Board, of whom one ſhall be the Chairman, ſhall annually in time of peace, and as often in time of war as may be practicable, conſiſtent with a due attention to the indiſpenſible duties to be performed at the Board, viſit the ſeveral Victualling Eſtabliſhments at the Out Ports, and minutely examine into all matters relative thereto; to inform themſelves whether the buſineſs in every department be properly carried on; to ſee that the inſtructions under which the Officers act are duly obſerved; and that all ſtanding orders have been

carried

carried into execution in a proper and uniform manner at all the Eſtabliſhments; they ſhall enquire into, and form a judgment of the effect produced by thoſe inſtructions and orders, and correct on the ſpot any irregularities they may diſcover, or that may come to their knowledge.

Inform themſelves whether all Officers and other Perſons are capable of performing the Duties required of them.

They ſhall alſo inform themſelves, whether all the Officers, Clerks, Foremen, &c. be capable of performing the duties required of them, and inſert in their Report to the Board, the names and employments of ſuch as they may deem unfit for their ſituations, as well as ſuch, as in their opinion, ought to be ſuperannuated or diſcharged.

To cauſe the Workmen, &c. to be muſtered before them.

They ſhall cauſe the Workmen, Labourers, and others, to be muſtered in their preſence, to ſee that no infirm and uſeleſs men be retained in the ſervice, and extend their inveſtigation to every part of the order and economy of the Eſtabliſhment.

A Committee to viſit alſo the Eſtabliſhments at Deptford.

A ſimilar Committee ſhall alſo, occaſionally, and as often as the attendance of the Members of the Board can be diſpenſed with, viſit the Victualling Eſtabliſhment at Deptford, for the purpoſes before-mentioned reſpecting the other Victualling Eſtabliſhments.

Theſe Committees, upon their return, to report proceedings to the Board.

Theſe Committees ſhall upon their return from each viſitation, make a Report of their proceedings to the Board, in writing, in which ſhall be noticed the ſtate in which they found each Eſtabliſhment, the meaſures which they judged it neceſſary to take on the ſpot for the correction of irregularities, and every circumſtance obſerved by them, or that ſhall have come to their knowledge, which may require the conſideration and determination of the Board at large, in order that ſuch directions may be given thereupon as the caſe may require; and all Reports thus made by the Committees of Viſitation, ſhall be inſerted in the Minutes of the Board.

Copy of each Report, &c. to be laid before the Admiralty.

A copy of each Report ſo made to the Board of the reſult of ſuch viſitation, together with ſuch obſervations thereon as may be thought neceſſary, ſhall be alſo laid before the Lords Commiſſioners of the Admiralty.

No previous notice to be given of an intended viſitation.

The viſitations before directed ſhall be made without any previous communication of the intention ſo to do, with a view that the Committee, by arriving there unexpectedly, may ſee in what manner the various duties and buſineſs of the Eſtabliſhments are generally carried on.

No fee or gratuity to be taken for the nomination, appointment or advancement of a Clerk or other perſon.

No Commiſſioner, Officer or other perſon belonging to the Victualling Office, ſhall demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, for the nomination or appointment or entry of any Clerk or other perſon, or for the advancement of any Clerk or other perſon in that Office.

The Chairman and Members of the Board to have the nomination of Clerks in rotation.

The Chairman and the Commiſſioners ſhall nominate perſons in rotation for being entered as Clerks; but, when it ſhall be the turn of the Chairman, he ſhall have the privilege of two ſucceſſive nominations.

Regulations for the entry of Clerks.

No Clerk or extra Clerk ſhall be entered in the Victualling Office until he be ſixteen years of age, and before his being entered, in either caſe, a month's trial ſhall be made of his qualifications in the Office for which he ſhall be propoſed; and the Committee under whoſe ſuperintendence ſuch Department ſhall be placed, ſhall at the expiration of that time certify to the Board whether he be properly qualified or not; and in caſe of his being approved, he ſhall be entered from the day he came on trial.

Succeſſion of Clerks in the Office.

When a vacancy ſhall occur in any Office, the next Clerk in ſucceſſion ſhall ſucceed thereto, unleſs he be not duly qualified for the ſituation, in which caſe the next in ſeniority, properly qualified, ſhall be appointed; and when any vacancy for a Clerk on the Eſtabliſhment ſhall occur, it ſhall be filled by the ſenior extra Clerk (if duly qualified) in the Office where the vacancy has occurred.

Hours of attendance of Clerks.

The hours of attendance of the Clerks ſhall be from ten in the morning to four in the afternoon; and when the buſineſs of the ſeveral branches of the Department ſhall not be ſufficient to give full employment to the Officers and Clerks for ſuch portion of the day, a reduction ſhall be made in the Eſtabliſhment.

Further attendance when the ſervice ſhall require it.

Although the period mentioned in the preceding article is preſcribed, as the time the Clerks are to attend in their reſpective Offices, yet when it ſhall happen that the buſineſs of the day in any Office cannot be finiſhed by four o'clock in the afternoon, they ſhall continue at their duty an hour longer, and in caſe of a ſudden preſs of buſineſs, attend in the evening, in order to prevent the buſineſs falling into arrear; ſhould, however, the increaſe of buſineſs continue, as in war, for a length of time, ſuch extra Clerks ſhall be engaged to aſſiſt in tranſacting it as ſhall be abſolutely requiſite for the purpoſe, and be diſcharged one or more at a time, as the neceſſity for employing them ſhall decreaſe.

The Chief Clerk of each Office reſponſible

The Chief Clerk of each Office ſhall be reſponſible for ſeeing that the Clerks in

that the Clerks subordinate to them do punctually attend to their duty.

his Department be invariably in their ſeats in the morning at the hour appointed, and he ſhall report to the Committee under which he acts the names of thoſe who, after proper admonition from him, ſhall perſevere in coming later to the Office, or leaving it before the hours fixed for the ſame.

No extra allowance to Clerk except in ſpecial caſes.

There ſhall no allowance beyond the ſalary be made to any Clerk for preparing, in office hours, any papers or documents called for by Parliament or by any other authority, for attendance in the evening, or on any other account, except for ſpecial and diſtinct ſervices.

Chief Clerks to allot the buſineſs to the ſubordinate Clerks, &c.

The Chief Clerks in each Office ſhall, under the authority of the Committees, arrange and allot the buſineſs thereof to the ſeveral Clerks, and be reſponſible for its being properly executed.

Chief Clerks to make quarterly Reports to the Committees.

It being of the utmoſt importance that no part of the buſineſs of the Office ſhould fall into arrear, the Chief Clerk of each department therein ſhall lay before the Committee to which he is attached a quarterly Report of the ſtate of the buſineſs in his Department, in which ſhall be expreſſed whether any or what part of it is in arrear, and whether the Clerks under him are efficient, and have paid proper attention to their reſpective duties. And in caſe it be reported to the Committees that the buſineſs of any Office under their controul has not been kept up, or that any of the Clerks are inefficient or have failed in their duty, the Committee to which the matter may belong ſhall make forthwith ſtrict enquiry into the circumſtances, and report them to the Board, who ſhall take ſuch meaſures thereupon as will prevent the public ſervice from ſuffering any inconvenience, as well as the recurrence of ſuch improprieties in future.

Clerks to be ſuperannuated when become unfit to perform their duty.

When any Clerk from old age, infirmities or incapacity, ſhall be found unfit to perform the duties required of him, he ſhall, if his length of ſervice and good conduct entitle him to it, be ſuperannuated, and not be retained in the Office, at the hazard of the public buſineſs being neglected, or improperly tranſacted, and to the prejudice of the Clerks below him, who, in order to prevent the public ſervice from being injured, may be ſelected to officiate for him. Nor ſhall the Board wait until the party himſelf ſhall apply to be ſuperannuated, but they ſhall, from time to time as occaſion may require, point out to the Lords Commiſſioners of the Admiralty, ſuch Clerks as in their judgment require to be ſuperannuated.

Rates of ſuperannuation.

The rates of ſuperannuation to Officers and Clerks ſhall be as follows:

	If obliged to retire from old age or infirmities.	If obliged to retire from incapacity.
10 and under 15 years	$\frac{1}{3}$ of his Salary	None.
15 - - - 25 - -	$\frac{1}{2}$ - - - - -	$\frac{1}{4}$.
25 - - - 35 - -	$\frac{2}{3}$ - - - - -	$\frac{1}{3}$.
35 - - - — - -	$\frac{3}{4}$ - - - - -	$\frac{1}{2}$.

But although the penſions before-mentioned are conſidered to be ſufficient for rewarding the ſervices of perſons employed in the Victualling Department, it is not meant to preclude the beſtowing of any additional mark of favour on any Officer or Clerk, whoſe ſervices may have been found particularly advantageous to the Public, provided the Lords Commiſſioners of the Admiralty, upon conſideration of the circumſtances, ſhall think fit to recommend the caſe of ſuch Officer or Clerk to His Majeſty's particular conſideration.

Clerks diſmiſſed for improper conduct not entitled to any proviſion whatever.

When any Clerk ſhall from frequent negligence or other miſbehaviour be no longer worthy to be retained in the ſervice, the Board ſhall diſmiſs him, and the party thus diſmiſſed ſhall have no penſion whatſoever.

The amount of all ſalaries, penſions, annuities and contingent expences of the Victualling Office ſhall be included in the eſtimate of the Ordinary of the Navy, laid annually before Parliament.

All perſons belonging to the Victualling Department forbidden to act as Agents.

The Commiſſioners of the Victualling, and all Officers, Clerks, and other perſons belonging to the department, whether in London, at the Out Ports, or at places abroad, are hereby ſtrictly forbidden to act as agents, or to be concerned in any agency buſineſs, for any perſon or perſons whomſoever.

The poſtage of letters on the public ſervice only to be paid.

The poſtage of no letter whatever ſhall be charged to the contingent account of the poſtage of the Office, the contents of which ſhall not relate to the public ſervice; and one of the Commiſſioners, or the Secretary, ſhall put his initials on all letters, the poſtage of which is to be paid.

What regulations to remain in force.

All ſtanding orders and regulations now conformed to in the Department for victualling His Majeſty's Navy, not being contradictory to any thing contained herein, ſhall remain in full force and virtue.

It

It being uſual for the great officers of ſtate and many other perſons employed under government, to take an Oath on their appointment, before a Baron of the Exchequer, for the juſt and faithful execution of the duties of their office, we recommend that the Commiſſioners of the Victualling be required to do the ſame.

Commiſſioners to take an Oath on appointment.

The Lords Commiſſioners of the Admiralty in their Report, dated the 5th January 1800, on the propoſals, reſpecting the Victualling Department of the Commiſſioners appointed by an Act of the 25th of Your Maieſty's reign, for enquiring into Fees, Gratuities, &c. ſtate, that "the making of the Oath to be required of "Purſers, an Oath of Record, and to be adminiſtered by the Commiſſioners of "the Victualling, or one or more of them, at the Victualling Office in London, or "at the Out Ports by their Agents or Chief Clerks, would be attended with the beſt "effects, and that it would be proper to ſubmit to the conſideration of Parliament "the paſſing an Act for that purpoſe;" we entirely agree in opinion with the Lords Commiſſioners of the Admiralty in this reſpect, and ſtrongly recommend that their ſuggeſtion be carried into effect, not only in reſpect to Purſers, but to Agents, Correſpondents and all other Accountants with the Victualling Office.

Oaths required of Purſers recommended to be made Oaths of Record.

The Commiſſioners of the Navy are, by their Patent of Appointment, given "full "power and authority to adminiſter an Oath to any perſon or perſons concerning any "of the affairs of Your Majeſty's Navy, or any other matters relating thereto," which is attended with great advantage to the public ſervice, as well as convenience to the individuals from whom the Oaths are required: and as, for duly conducting the buſineſs of the Victualling Office, Oaths are likewiſe required from Accountants, and various other perſons who are employed under the Board, we recommend that, even though the propoſition in the preceding article ſhould not be adopted, yet that at all events the Commiſſioners of the Victualling be, by their patent, authorized to adminiſter Oaths, in like manner as the Commiſſioners of the Navy; and that the power ſo to do, be extended to their agents at the Out Ports, at which places Contractors, Purſers, and others tranſacting buſineſs with the Board, make their Affidavits. The giving the authority in the manner and to the extent propoſed, would be attended with great benefit to the ſtate, in the prevention of frauds, as it would enſure the Oath would really be taken; whereas there is room to ſuppoſe that Affidavits are preſented at the Office, purporting to have been taken before a Magiſtrate, that were never taken at all; and it would be attended with much convenience to ſuch as have no fraudulent intention, as they would then take the Oaths required of them on the ſpot, where they had their buſineſs to tranſact.

Commiſſioners of the Victualling to have power to adminiſter Oaths.

The Commiſſioners for Victualling the Navy, are indeed, by the Act of the 34th of Your Majeſty, cap. 59, empowered to examine upon Oath "all ſuch perſons as ſhall "have received any ſum or ſums of money, by way of Impreſt, or in any other "manner, for which they ſhall be accountable;" but this authority applies to one claſs of Accountants only, and is by no means ſufficiently extenſive to anſwer all the beneficial purpoſes that would be derived from a general authority to adminiſter Oaths on all matters relating to the Victualling Department.

The Accountant for Stores, having, at our deſire, ſtated to us the arrangement of the Duties in his department, which in his opinion would prove beneficial to the ſervice; and, having taken his ſuggeſtions into our conſideration, we are of opinion that the meaſures propoſed by him would greatly tend to ſimplify the buſineſs in the Store Department, and afford the means of its being executed with more correctneſs and diſpatch, than the preſent arrangement will admit of; we therefore recommend that the propoſals of the Accountant ſhould be carried into execution; and we are ſo fully ſatisfied of the advantages of a diviſion of labour, which forms the baſis of the plan in queſtion, that we think that the adoption of an arrangement upon that principle in the Caſh Department alſo, would, in like manner, be of advantage to the public ſervice.

Arrangement of the Department for Stores, propoſed by the Accountant, recommended for adoption.

Appendix, N° 49, &c.

The Committees ſhall have the Superintendence of the under-mentioned Offices reſpectively; the whole, however, being ſubject to the Controul of the Board at large.

Aſſignment of the Offices to the Committees.

Committee for General Buſineſs.
- Secretary's Office.
- Office for keeping a Charge on Purſers, and for ſtating and adjuſting Tranſport Accounts.
- Office for examining and ſtating Purſers Accounts.

Committee for Cash and Store Accounts.
Department of the Accountant for Cash.
Accountant's Office.
Imprest Office.
Assigning Office.

Department of the Accountant for Stores.
Accountant's Office.

Office for examining and stating Agents and Storekeepers Accounts.

Office of the Clerk of the Issues.

Either Committee may require information or assistance from any Department of the Office.

Though it is necessary, for the purpose of subdividing the controuling power, that each Committee should have the care and direction of particular Departments of the Office, yet it is by no means intended, that either of the Committees shall be excluded from requiring information from any Department, although the same be not placed under its immediate inspection, or debarred from causing such business to be conducted by the Clerks belonging thereto as may be requisite, as the business to be transacted in each Committee, may frequently render it necessary that recourse should be had to those Offices for information or assistance.

Having thus proposed the constitution of the Victualling Board formed upon the plan of two Committees, we will now proceed to state in a more detailed form, the duties to be executed by each of those Committees, viz. for General Business, and for Cash and Store Accounts, and also by the Chairman.

It is necessary, however, first to remark that, although in those statements will be found included such rules and regulations recommended in our Fourth Report for the conduct of business in the Navy Office, as seemed to be applicable to the Victualling Office, yet, as our reasons for these proposals are given at length in that Report, we do not consider it necessary to repeat them here.

The detail of the duties of each Committee will be preceded by a statement of the general outlines thereof, which, though given in another place, we consider it necessary to repeat here, for the purpose of bringing together in one view, the whole of the duties of each Committee.

DUTIES of the COMMITTEE for GENERAL BUSINESS.

Outlines of duties.

The general duties of this Committee shall be, to conduct the current business and correspondence of the Board; consider of the proper quantities of stores and provisions required for the Victualling Service in general, both at home and abroad; cause the same to be timely provided, and direct the distribution thereof; examine and pass all Pursery Accounts; attend to the economy of manual labour, and all other matters in the several Victualling Establishments both at home and abroad, and transact all such other business as may not fall under the direction of the other Committee.

Detail of duties.

Examine the returns of remains of Provisions, &c. in Store at the establishments at home and abroad, and upon Contract; make proposals to the Board for entering into new contracts for farther supplies; but previously make enquiry as to prices.

To be careful that the victualling establishments at home be at all times furnished with sufficient quantities of provisions and stores; and also places at home where there may be no regular establishment.

Supplies for the Western Ports to be sent before the Winter sets in.

In the execution of these services, it shall be the duty of this Committee to examine attentively the returns made from the several Victualling Departments at home and abroad, of the quantity of every article of Provisions and Victualling Stores remaining in store or due upon contract; to make, in due time, proposals to the Board for entering into contracts or engagements for such further supplies as the public service may require; to make enquiry as to the prices which the articles intended to be contracted for bear in the market, and to lay all the information thus procured before the Board, previously to the day of treaty, as a guide to the Board in judging of the reasonableness of the tenders that may be made; to be careful that the several Victualling Establishments at home, be at all times furnished with such quantities of Provisions and Victualling Stores as may be correspondent with the probable number of ships and men that there will be to victual at the ports where the establishments are situated; and also, to see that proper and timely supplies be sent to all places at home where there may be no regular establishments, but where depôts of provisions, &c. have been directed to be kept for the supply of such ships and vessels as may have occasion for the same; and, to effect these purposes, attention must be had that, towards the approach of winter, such supplies as it may be necessary to send from the Eastern to the Western Ports be timely dispatched, that they may arrive before the winter sets in; to take especial care that a sufficiency of Provisions and of all Victualling Stores be timely sent to all Victualling Establishments abroad, or for the supply of the

army

army in foreign parts, as well as for the ſupply of all fleets, &c. which may be ſtationed where there are no Victualling Eſtabliſhments, or perſons under contract for victualling the ſame, or where no other effectual meaſures ſhall have been taken for their being ſupplied with thoſe articles in the country where they may be ſtationed.

To take care that Proviſions and Stores be timely ſent to the Eſtabliſhment abroad &c.

Whenever a contract ſhall have been entered into for ſupplying Proviſions and Victualling Stores at any place abroad, to obtain quarterly from the Contractor, or from his Agent, as the caſe may be, a ſtatement of the quantities of Proviſions and Stores in hand at the place where ſuch Proviſions and Stores are, by the terms of the contract, to be depoſited, as ſet forth in the laſt account thereof received by the Contractor from his Agent abroad, or from the agent of the Contractor in England, if the Contractor be abroad; as well as of ſuch quantities as may be on the paſſage, or that the Contractor may have ordered to be ſent thither, with the probable time of their arrival; and to demand this ſtatement from the Contractor, or his Agent, as the caſe may be, at all other times when it may be deemed proper, in order to ſee that due proviſion has been made, or ſhall be made for the ſupply of the ſhips and veſſels on the ſtation, or that, from information obtained by the Chairman from the Admiralty, and communicated to the Committee, may be expected to arrive there.

To obtain Quarterly, a Statement of Proviſions and Stores in hand;

as well as of ſuch as may be on the paſſage or ordered to be ſent.

To demand a ſimilar Statement whenever neceſſary.

Although the examining and paſſing of all Accounts of Purſery be aſſigned to this Committee, yet it is not meant that they ſhould finally paſs any Account of that deſcription, unleſs the voices of the Members be unanimous; and, when there ſhall be one diſſenting voice, the caſe upon which they differ ſhall be referred to the determination of the Board at large.

This Committee to paſs finally no Account of Purſery unleſs the Members be unanimous.

In the paſſing Accounts of Purſery, this Committee ſhall have authority to diſpenſe with vouchers in certain caſes, conformably to the regulations, and under the reſtrictions in that reſpect ſet forth in the inſtructions to the Committee for Caſh and Store Accounts.

Vouchers to be diſpenſed with in certain caſes.

Such Accounts of Purſery as embrace periods prior to 1ſt January 1803, ſhall be conſidered as old outſtanding Accounts, and ſhall be examined by Clerks ſet apart for that purpoſe, as will be hereafter propoſed in the ſtatement of the duties of the Committee for Caſh and Store Accounts, relative to other Accounts in arrear; but in reſpect of thoſe Accounts of more recent date, this Committee ſhall forthwith cauſe to be laid before them, Liſts of ſuch Purſers of His Majeſty's Ships and Veſſels, and of all other perſons who have Accounts of Purſery to paſs, which commenced ſince the laſt day of December 1802, and which ſhall be of more than three years ſtanding at the time theſe Liſts ſhall be made out.

What deſcription of Purſery Accounts ſhall be deemed old and outſtanding.

To cauſe Liſts to be laid before them of Accounts of more recent date.

This Committee ſhall alſo cauſe to be laid before them in the month of January in every year, Liſts of the like nature, in which ſhall be inſerted the names of the Purſers and others having Accounts of Purſery to paſs, not included in any former Liſt, who have charges againſt them in their reſpective Offices, which have, as aforeſaid, been incurred ſince the laſt day of December 1802, and which, at the time, ſhall be of three years ſtanding.

Liſts of the ſame nature to be laid before the Committee in the month of January in each year.

The foregoing Liſts of Purſers and others, who have charges ſtanding againſt them, ſhall, at the expiration of ſix months from the time of their being laid before the Committee, be ſent back to the proper Offices, with directions for them to note againſt each name, whether the neceſſary papers for paſſing the Accounts of ſuch perſon have been delivered into the Office, either voluntarily or in conſequence of the meaſures which the Committee may have taken to oblige the party ſo to do; and a Liſt of all ſuch as ſhall not then have delivered in the requiſite papers, ſhall be forthwith ſent to the Solicitor, with directions for him to commence immediately proſecutions to compel the parties or their ſureties to produce the ſame, unleſs the Board at large, on the particular circumſtances of the caſe being by the Committee ſubmitted to their conſideration, ſhall deem it expedient to direct that the charge ſhall be given up, and the books cloſed; but when the charge ſhall be of magnitude, the particulars of the caſe ſhall be previouſly laid before the Lords Commiſſioners of the Admiralty, and their directions taken thereon.

The Committee at the expiration of ſix months to ſend theſe Liſts back to the proper Officers, that they may inſert againſt each name whether the party has delivered into Office the neceſſary Papers for paſſing his Accounts.

Thoſe who have failed therein, ſureties to be proſecuted; unleſs the Board at large determine otherwiſe:

but no charge of magnitude to be given up, without the authority of the Lords Commiſſioners of the Admiralty.

As delays in the inveſtigation and paſſing Accounts of Purſery have frequently ariſen, owing to ſome of the Purſers of Your Majeſty's Ships and Veſſels, and other perſons having Accounts of Purſery to paſs, having neglected to deliver their Accounts and Papers into the Office, particularly thoſe who may be in debt or have but ſmall balances in their favour; in order therefore to prevent any delay or neglect of this nature in future, the Navy Board ſhall be deſired, whenever any Ship or Veſſel has been paid off and placed in Ordinary, to withhold the payment of the ordinary wages due to the Purſer of ſuch Ship or Veſſel, until he has produced a certificate from

For prevention of delays in the delivery of the Accounts of Purſery into the Office.

from the proper Officer in the Victualling Department, that the requiſite books and papers for paſſing his Accounts, to the time of the Ship or Veſſel being paid off, have been duly delivered into the proper Offices; and that the Half-pay of any Officer having had the command of a Ship or Veſſel, who may have had the charge of, or become accountable for Proviſions or Victualling Stores, in the nature of Purſer, ſhall, upon ſuch Ship or Veſſel being paid off be ſtopped, as has been uſual, until a ſimilar certificate has been produced from the proper Officer in the Victualling Department, of the delivery of the neceſſary books and papers for the paſſing the Account of ſuch Officer, as in the caſe preceding.

Purſers ſuperſeded, or whoſe ſhips have been paid off, failing to deliver their Accounts into Office for more than four months, to be called upon by letter to deliver them in within one month: omitting ſo to do, their ſureties to be proſecuted.

Should, however, the delivery into Office of the requiſite books and papers aforeſaid, be delayed for more than four months from the time ſuch Ship or Veſſel was paid off, or the Purſer was ſuperſeded, the party having ſo failed ſhall be called upon by letter to deliver in the ſame within one month from the date thereof, apprizing him, if a Purſer, that if he omit ſo to do, his ſureties will be forthwith proſecuted for the payment of the penalty to which they will become liable, in conſequence of his failure therein; and which ſhall invariably be done, unleſs the perſon, failing ſo to do, ſhall give to the Board ſatisfactory reaſons why he has not been able to deliver in his Accounts and Papers as before directed.

The Committee to attend to the application and economy of manual labour at the Victualling Yards,

This Committee being required to attend to the application and economy of Manual Labour of every deſcription in the Victualling Yards, ſhall at leaſt twice in every year, namely, after the Workmen ſhall have been paid their wages for Michaelmas Quarter, and for Lady Quarter, or oftener if neceſſary, aſcertain the amount of their daily earnings, compare the ſame with what Workmen of a ſimilar deſcription are allowed to earn in private trade, when employed on daily wages, or by the piece, and aſcertain if poſſible (previouſly to ſuggeſting any alteration in the daily wages, or prices for works allowed by government) the wages allowed to Workmen of the like deſcription, or the prices paid for the execution of the works of a ſimilar nature in private manufactories or private trade, and lay before the Board on theſe occaſions a comparative ſtatement of the wages or prices allowed by government, thoſe given in private trade, and the amount of the average daily earnings of the men employed by the piece according to thoſe prices, as well as the prices propoſed to be granted by government, and the earnings which the men will be enabled to make if allowed them, in order that the Board may judge of the propriety of reducing the prices already allowed, if the earnings of the men ſhall have been too high, or increaſing them if too low. It is, however, to be obſerved as a general rule, not to propoſe to the Board the allowance of higher prices than what are given in private trade, unleſs there ſhall be ſome ſpecial reaſon for ſo doing; ſuch as ſuperior Workmanſhip being required by government than in private trade, or other real cauſe; in which caſe the reaſon ſhall alſo be ſtated in the order for the increaſe, and it ſhall be the duty of this Committee to take care that the propoſed advantage, for which ſuch addition of price may be allowed, be actually obtained by government, and not merely admitted as a plea for ſuch increaſe.

and conſider what works will admit of being performed by machinery.

And with a view to further economy of labour, this Committee ſhall conſider what works will admit of being performed by machinery; and when upon a compariſon of the expence of the two modes of executing thoſe works, the advantage in point of economy ſhall be in favour of machinery, the Committee ſhall ſubmit the ſame to the conſideration of the Board.

And laſtly, this Committee ſhall tranſact all ſuch other buſineſs as may not fall under the direction of the other Committee.

DUTIES of the COMMITTEE for CASH and STORE ACCOUNTS.

Outlines of duties.

The Committee for Caſh and Store Accounts ſhall take cognizance of the Receipt and Diſburſement of all Monies, adopt meaſures for the ſpeedy recovery of all outſtanding Balances and Money due to the Public; examine and paſs all Accounts of Caſh (except Purſery Accounts, which are entruſted to the Committee for General Buſineſs) take cognizance of the Receipt, Iſſue, and remains of Stores and Proviſions; examine and paſs all Accounts of Stores and Proviſions (except Purſery Accounts) and tranſact the current buſineſs relative thereto.

Detail of duties.

The Committee to paſs no Account finally, unleſs the voices of the Members be unanimous: otherwiſe the caſe to be referred to the Board.

Although the Committee for Caſh and Store Accounts be veſted with power to paſs all Accounts finally, provided the voices of the Members be unanimous; yet when there ſhall be one diſſenting voice, the caſe upon which they differ ſhall be made the ſubject of a ſpecial reference to the Board.

This

This Committee ſhall cauſe the following Statements to be laid before them, on the 1ſt of January, 1ſt of April, 1ſt of July, and 1ſt of October in every year, viz. Quarterly Statements to be rendered.

1. A Statement of all Accountants (except Purſers, concerning whoſe Accounts regulations have been given in the Statement of the Duties of the Committee for General Buſineſs) who have not delivered in any Accounts, or from whom no Accounts may have been received for the ſpace of three months.

2. A Statement of all Accounts of Caſh and Stores in Office, which have not been taken in hand for examination.

3. A Statement of all Accounts in Office under examination, and the progreſs made therein.

1. The Statement of all Accountants who have not delivered in any Accounts, or from whom no Accounts may have been received for the ſpace of three months, ſhall be made out in the annexed form, ſhewing the following particulars: Of Accountants who have not delivered in their Accounts. Appendix, N° 4.

The name of the party.
The office he holds.
When appointed.
Up to what time Accounts have been received from him.
When received.
Up to what time his Accounts ought to have been tranſmitted.
For what period his Accounts are in arrear.
Whether he has been written to, to ſend or haſten his Accounts, and the date of ſuch letter.
Whether any reply has been received from him on the ſubject, and the ſubſtance of it.

On receipt of this Return, the Committee ſhall immediately take ſuch meaſures as may appear to them to be the moſt likely to be efficacious for cauſing ſuch Accountants to deliver in their Accounts, calling upon them to ſtate their reaſons for ſuch delay; and if they ſhall not prove ſatisfactory, to ſtate their caſes to the Board for their determination, as to the ſteps which it may be neceſſary to take on the occaſion. Meaſures to be taken reſpecting perſons who have failed to deliver their Accounts into Office.

2d. The Statement of all Accounts of Caſh and Stores in Office, which have not been taken in hand for examination, ſhall be made out in the annexed form, containing the following particulars: Statement of Accounts in Office not examined. Appendix, N° 5.

The name of the party.
The office he holds.
When appointed.
For what period his Accounts have been received.
When received.

On the receipt of this Return, the Committee ſhall make enquiry into the cauſe of the Accounts not having been taken in hand for examination, and adopt ſuch meaſures as may be neceſſary for their adjuſtment. The Committee to enquire into the cauſe of Accounts delivered into Office not having been taken in hand.

3d. The Statement of all Accounts in office under examination, and the progreſs made therein, ſhall be made out in the annexed form, ſhewing the following particulars: Statement of the progreſs made in the examination of Accounts. Appendix, N° 6.

The name of the party.
The office he holds.
When appointed.
For what period his Accounts have been received.
For what period his Accounts are under examination.
When taken in hand for examination; progreſs made ſince laſt quarter; or why the inveſtigation of the Accounts cannot be proceeded in further.
When the examination was completed on the part of the Clerks, and laid before the Committee for approval.
When paſſed by the Committee, or referred to the Board for deciſion.
When paſſed by the Board.

On the receipt of this Return, the Committee ſhall ſee that ſufficient progreſs has been made in the examination of the Accounts, enquire into the cauſe of any delay, and take meaſures for their ſpeedy and final ſettlement.

The Committee ſhall proceed without delay to the inveſtigation of the Accounts as ſoon as they ſhall be laid before them, ſcrupulouſly examining into the propriety of all Diſburſements of Money or Iſſues of Stores, and admitting of none on any account but what have been made in purſuance of the inſtructions or orders which the parties may have received, or ſuch as being made at diſcretion, without ſpecific authority, are juſtified The Committee to proceed to the inveſtigation of Accounts as ſoon as they are laid before them, ſcrupulouſly examining into the propriety of all diſburſements,

See that thoſe made without ſpecific authority are juſtified by the neceſſity of the caſe.

The regularity of all Vouchers.

That all articles have been procured on the moſt reaſonable terms, and that

juſtified by the neceſſity of the caſe, and the propriety of the proceeding; inveſtigating alſo the authenticity, propriety, and regularity of all the Vouchers by which the Accounts are ſupported, rejecting ſuch as are irregular and improper, and requiring explanations from the parties reſpecting thoſe which appear to be doubtful; ſatisfying themſelves alſo, that all articles purchaſed have been procured on the moſt reaſonable terms, and that every Account is in all reſpects clear, juſt, and fully ſubſtantiated by proper and ſatisfactory Vouchers, previouſly to the ſame being finally paſſed.

all Accounts are ſubſtantiated by proper and ſatisfactory Vouchers.

Accounts and Vouchers, particularly thoſe received from Abroad, to be inſpected immediately on the receipt thereof,

and before the receipt of them be acknowledged,

in order to diſcover if any irregularities appear;

and if ſo, they are to be forthwith reported to the Committee;

and enquiries immediately inſtituted.

In order to prevent delay in this primary inveſtigation of Accounts, and the acknowledgment of their receipt, the Chief Clerks ſhall every Monday lay before the Committee a liſt of all Accounts received by them, and ſtate againſt each whether there be any irregularity or circumſtances of a ſuſpicious nature; or whether the acknowledgment may be made without particular animadverſion.

This Committee ſhall cauſe all Accounts and Vouchers, particularly thoſe received from *Abroad*, to be inſpected by the Chief Clerk of the Office to which they relate, immediately on their receipt, and before their receipt be acknowledged, with the particular view of diſcovering whether any new and extraordinary items or charges be inſerted, or whether any irregularities or ſuſpicious circumſtances appear; and whenever ſuch occur, they ſhall forthwith be reported to the Committee, in order that they may be properly noticed, and the neceſſary enquiries immediately inſtituted. And in order to prevent any unneceſſary delay in this primary inſpection of Accounts received, and that the acknowledgment of them may not be delayed longer than may be abſolutely neceſſary for ſuch examination, the Chief Clerks to whoſe inſpection they have been referred, ſhall, on every Monday, lay before the Committee a liſt of all Accounts received by them reſpectively, ſtating againſt each Account whether there appear, either in the Account or Vouchers belonging to it, any irregularity or circumſtance of a ſuſpicious nature, or whether the acknowledgement of ſuch Account or Vouchers may be made, without any particular animadverſion thereon.

Balances in favour of the Public to be immediately paid into the hands of the Treaſurer of the Navy.

When any final Account ſhall be delivered into the Office, upon which there ſhall appear a balance due to the Public, by the Accountant's own ſtatement, he ſhall be immediately directed to pay the ſame into the hands of the Treaſurer of the Navy, and the Committee ſhall inform themſelves whether their directions have been complied with, in order that, in caſe of failure, prompt and efficacious meaſures may be adopted to enforce the ſame.

The Clearing Bill for all Accounts finally paſſed to be forthwith made out.

When any Account of Caſh ſhall have been finally paſſed, the clearing bill for the ſame ſhall be forthwith made out and paſſed through the ſeveral Offices, for the final diſcharge of the party concerned, without delay.

All Accounts to be regiſtered upon their being delivered into Office;

and taken in hand according to the priority of their delivery, except in particular caſes,

which ſhall be entered in the Minutes.

All Accounts ſhall be regiſtered on their being delivered into Office, and ſhall be taken in hand for inveſtigation and final ſettlement according to the priority of their delivery, unleſs from peculiar circumſtances it ſhall be deemed proper to proceed in the examination of an Account recently delivered into Office in preference to one of more ancient date, in which caſe the reaſons for ſo doing ſhall be entered in the Minutes of the Committee.

Relative to Accounts now in arrear,

and meaſures to be adopted for their inveſtigation.

What are to be deemed old outſtanding Accounts.

In order to the ſpeedy examination of the numerous Accounts now in arrear, this Committee ſhall, with the approbation of the Chairman, ſelect from the Caſh and Store Departments of the Office a certain number of competent eſtabliſhed Clerks, and, if neceſſary, give them the aſſiſtance of extra Clerks, to be employed unremittingly and excluſively in two diſtinct Departments, the one for Caſh, and the other for Store Accounts, in the examination of thoſe outſtanding Accounts, until the whole be completed; and all Accounts of Caſh and Stores which embrace periods prior to the 1ſt January 1803, ſhall be conſidered as old outſtanding Accounts.

Order in which they are to be taken in hand.

Committee to proceed in the ſettlement of them as ſoon as they have been examined by the Clerks.

Additional extra Clerks, to be entered for carrying on the current buſineſs, if found neceſſary.

And with reſpect to theſe outſtanding Accounts, inſtead of beginning with thoſe of the moſt ancient date, the Accounts laſt delivered into Office ſhall be taken in hand firſt, giving preference to the Accounts of thoſe perſons who are alive, and the Committee ſhall proceed in the ſettlement of thoſe outſtanding Accounts as ſoon as they ſhall have been examined by the Clerks thus ſet apart for that ſpecial purpoſe, and, if neceſſary, additional extra Clerks ſhall be entered for carrying on the current buſineſs, and preventing the Accounts daily delivering into Office from falling into arrear, while the old Accounts are under examination.

Vouchers to be diſpenſed with in certain caſes and under certain reſtrictions.

As the final paſſing of Accounts is ſometimes prevented for the want of Vouchers, which, owing to peculiar and unavoidable circumſtances, there is no chance of ever obtaining; in which caſe Accounts thus circumſtanced muſt remain unſettled for ever, unleſs means be propoſed for paſſing them without the production of ſuch Vouchers; therefore, with this view, the Committee ſhall have power, with the authority of the

Chairman

Chairman of the Board, to diſpenſe with Vouchers which cannot be procured, upon being ſatisfied of the propriety of the diſburſement of money or iſſue of ſtores, provided the Accountant, if alive, make oath to the actual and neceſſary expenditure or iſſue thereof, but that even in thoſe caſes no Voucher ſhall be diſpenſed with without the approbation of the Chairman and unanimous concurrence of the Committee, who ſhall jointly ſign the Minute for allowing the ſame, otherwiſe the caſe ſhall be referred to the Board for their conſideration and deciſion.

Committee to report Quarterly to the Board the progreſs made in the examination and liquidation of Accounts.

This Committee ſhall report Quarterly to the Board at large the progreſs made during the preceding Quarter in the examination and liquidation of all Accounts, both thoſe in arrear and thoſe recently received into Office.

Committee every Quarter to examine the contingent expences of the Office; and report to the Board all improper charges they may diſcover therein.

This Committee ſhall at the commencement of every Quarter, cauſe the account of the contingent expences of the Office to be laid before them, which they ſhall themſelves minutely examine, to ſee that no charges are made therein but ſuch as are reaſonable and proper, and are actually for the public ſervice of the Office; and if they ſhall diſcover any of a different nature, they ſhall not allow them, but report the ſame to the Board. This Account, however, ſhall not be paſſed, until it has alſo been examined by the Chairman of the Board.

With reſpect to the Clerks to be ſelected for bringing up the Caſh and Store Accounts in arrear, as mentioned in the preceding inſtructions, it is not meant they ſhall loſe their ſeniority or right to advancement in the Office to which they reſpectively belong, by being ſo employed.

It will not be expedient that any Chief Clerk ſhould be removed from the current buſineſs for the purpoſe of bringing up the arrears, but ſome of the moſt efficient Clerks excluſive of them be choſen for that ſervice; and as by being aſſigned to perform duties equally important with thoſe of their principals in the current buſineſs of the Office, their reſponſibility will be proportionably increaſed, we deem it reaſonable that while any Clerk ſhall continue removed from his natural ſituation in the Office, and be employed in the Office ſet apart for bringing up the arrears of Accounts, he ſhould receive a remuneration equal to his increaſed reſponſibility, diligence and zeal in performing the duty aſſigned him; we therefore recommend, that the Victualling Board ſhould make the Clerks employed in bringing up the arrears of Accounts an allowance above their wages, ſo as not to exceed, on the whole, three-fourths of the ſalary of the Clerks upon the regular eſtabliſhment performing ſimilar duty, provided their zeal and diligence ſhall entitle them thereto.

DUTIES of the CHAIRMAN.

Duties of the Chairman.

The Duties of the Chairman ſhall be to preſide at the Board and at the Committee for General Buſineſs, and alſo at the Committee for Caſh and Store Accounts, whenever it ſhall be neceſſary; to ſuperintend, direct and controul all the departments and buſineſs of the Victualling Office, and the expences in every branch thereof; to have, in all caſes, when the voices of the Members of the Board ſhall be equal, a ſecond vote; to ſubmit to the conſideration of the Board any alteration in the mode of conducting the official buſineſs, which may appear to him to be likely to prove advantageous to the public ſervice; to ſuperintend the proceedings of the Committees; ſee that they fulfil the duties committed to them, and that all the Members thereof do proceed forthwith to the execution of thoſe duties, immediately after the correſpondence of the day is read, and notice the progreſs made by them reſpectively, in the inveſtigation and paſſing of Accounts—to attend the Treaſury, Admiralty, and great Officers of State, whenever required;—to execute, from time to time, under the authority of the Firſt Lord of the Admiralty for the time being, all ſecret ſervices, without any previous communication with the Board, and to enter into ſuch engagements, and take ſuch meaſures as may be neceſſary for the due performance thereof; and, after the ſecret ſervice ſhall have been performed, to report to the Board, at the earlieſt proper period, the nature of his inſtructions, and his proceedings in conſequence; and, in caſe upon ſuch communication, a majority of the Board ſhall diſapprove of any part of his conduct, they ſhall ſubmit the whole, with the reaſons for ſuch diſapprobation, to the Firſt Lord of the Admiralty, whoſe deciſion thereupon ſhall be final.

He ſhall obtain information from the Treaſury of the probable quantity of proviſions that may be required for the uſe of the army abroad, as well as procure information from the Admiralty of the probable number of ſhips which will be employed on the different ſtations at home and abroad, and communicate the ſame to the Committee

mittee for General Buſineſs, for their guidance in the proviſion and diſtribution of the Victualling Stores and Proviſions neceſſary for thoſe ſtations.

He ſhall never be abſent from his duty without leave firſt obtained from the Firſt Lord of the Admiralty; and, in caſe of neceſſary abſence from ſickneſs, he ſhall make the ſame known to the Firſt Lord. He ſhall have authority to grant to the Commiſſioners occaſional leave of abſence, when the public ſervice will admit of it. He ſhall have authority to call the whole of the Members together whenever any matter ſhall ariſe, which, in his judgment, or that of either of the Committees, as the caſe may be, ſhall require the conſideration and determination of the Board at large.

In the abſence of the Chairman, his duties to be performed by the Deputy Chairman.

In the abſence of the Chairman, his duties ſhall be performed by the Deputy Chairman, who ſhall, in ſuch caſe, be veſted with the full authority of the Chairman, and ſhall be reſponſible that all matters ſpecially confided to the care and conduct of the Chairman, be duly attended to.

It having been the cuſtom for the Members of the Victualling Board to ſign letters of inferior moment, minutes of reference, and other papers of the ſame deſcription, by which a conſiderable portion of their time has been diverted from buſineſs of greater importance; and as the ſignature of the Secretary to the letters and papers in queſtion, acting therein under the directions of the Board, will fully anſwer every uſeful purpoſe; we think that the Members ſhould be exonerated from that unneceſſary duty, and we have therefore aſſigned it to the Secretary, in the inſtances ſet forth in the following inſtructions to that Officer, conformably to the practice in other Public Offices.

Appendix, N° 44.

DUTIES of the SECRETARIES.

Duties of the Secretary to the Board and Committee for General Buſineſs.

The duties of the Secretary to the Board ſhall be, to attend the Board at large, when aſſembled, and, at all other times, the Committee for General Buſineſs; to receive and read to the Board, or Committee for General Buſineſs, all letters and papers whatſoever; to take the inſtructions of the Board or Committee thereon, and to ſee that their directions be carried into execution; to prepare, himſelf, all letters on matters of importance, eſpecially thoſe which are neceſſary to be written in conſequence of Reports made to the Board by the Committee for Accounts and Stores; to carry on the correſpondence of the Board and of the Committee for General Buſineſs, ſigning, himſelf, all letters acknowledging the receipt of papers in Office; to ſign all minutes of reference made by the Board or Committee to any department of the Office, and to lay before the Commiſſioners, for their ſignature, all other letters and orders; to make minutes of the proceedings of the Board and Committee for General Buſineſs, and, when meaſures of importance have been decided upon, to inſert therein the grounds upon which ſuch deciſions have been made; to take care that all official papers be properly preſerved and arranged; to ſee that the Minutes are regularly entered in books to be kept for that purpoſe in his Office, and that alphabetical indexes be formed thereto, and kept complete from day to day, for the purpoſe of affording the means of referring with facility to any ſubject which they contain; to cauſe tranſcripts or extracts from the orders of the Board, with his ſignature, to be properly diſtributed, and Returns duly made to them; to tranſmit atteſted copies of all Contracts entered into by the Board, to the proper Officers of the ſeveral departments to which they reſpectively relate; to take care that the Digeſt Book be regularly kept up; to ſee that the buſineſs carrying on in every department of the Office be performed with correctneſs and diſpatch; and, laſtly, to obey all ſuch directions as he may receive from the Board or Committee for General Buſineſs.

Duties of the Secretary to the Committee for Caſh and Store Accounts.

The duties of the Secretary to the Committee for Caſh and Store Accounts, ſhall be, in like manner, to attend this Committee at all times; to read to them all letters and papers relating to the buſineſs tranſacted therein; to take the inſtructions of the Committee thereon, and ſee that their directions be carried into execution; to prepare, himſelf, all letters on matters of importance; to draw up reports and ſtatements on ſubjects referred from the Committee to the Board, and ſign all minutes of reference made by the Committee to any department of the Office; to make minutes of the proceedings of the Committee, and, when meaſures of importance have been decided upon, to inſert therein the grounds upon which ſuch deciſions have been made; to take care that all the minutes be regularly entered in books to be kept for that purpoſe in the Secretary's Office; and that alphabetical indexes be formed thereto,

for

for the purpoſe of affording the means of referring with facility to any ſubject which they contain; to ſee that the buſineſs carrying on in the offices under the controul of the Committee, be performed with correctneſs and diſpatch; and, laſtly, to obey all ſuch directions as he may receive from the Committee.

CONTRACTS.

Whenever the Board ſhall judge it neceſſary to enter into Contract for any ſpecies of Proviſions or Victualling Stores, advertiſements, ſuitable for the occaſion, ſhall be inſerted in one or more of the daily public newſpapers (except in caſes of political expediency, or when, with a view to prevent an alarm in the market, which might enhance the price and create a combination amongſt the merchants and dealers, to the injury of the Public, it may be adviſable to make a Contract privately, and on theſe occaſions a circular letter ſhall be written to the principal merchants or other perſons dealing in the articles required) appointing, by either mode, a day for receiving the Tenders for furniſhing the ſame, addreſſed to the Board, and notifying that every perſon offering a tender, or an agent for ſuch perſon, duly authorized, ſhall attend on the occaſion.

Uſual mode of proceeding in making Contracts.

Exception.

Private Contracts.

The Tenders preſented ſhall be put into a Box appropriated for their reception, to which there ſhall be two Locks and Keys, with different wards, one of which Keys ſhall be kept by the Chairman of the Board, and the other by the Secretary; and, at one o'clock of the day, ſo appointed, the Box ſhall be brought into the Board Room, when it ſhall be opened, and the ſeveral Tenders read by the Secretary to the Board; and the perſon who ſhall offer the ſupply wanted, on the loweſt or moſt advantageous terms, ſhall, provided he be of ſufficient reſponſibility for the undertaking, be the Contractor.

Tenders to be put in a Box.

Immediately on the terms being ſettled between the Victualling Board, and the perſon who has offered to contract for the article or articles wanted, his Tender ſhall be attached to an agreement, drawn up in the annexed form, which ſhall be ſigned by three of the Commiſſioners of the Victualling, and the intended Contractor, and witneſſed by the Secretary, in order to bind the reſpective parties to their agreement, between the time of the terms being ſettled and the Contract finally drawn out and executed.

Upon the terms of a Contract being ſettled, an Agreement to be immediately attached to the Tender.

Appendix, N° 7.

The name or names of the Contractor or Contractors, the prices of each article, and the heads of the ſtipulations agreed upon, ſhall be then entered in the Minutes of the Board, and the Contract forthwith drawn up accordingly, in the Office of the Secretary, and under his inſpection, and duly executed, without delay.

Name of Contractors, Prices, and Heads of Stipulations to be entered in the Minutes.

The Forms of Contracts, now in uſe by the Board, ſhall, before new Contracts are entered into, be reviſed by their Solicitor, in order that they may be made conformable to all the directions contained in this Chapter; and that the Public may be ſecured againſt any diſadvantage to which they might be ſubject, from their not being drawn up in legal form and language; and, with the ſame view, whenever a new Contract ſhall be entered into, requiring a new form, ſuch new form ſhall invariably be ſubmitted to the conſideration and correction of the Solicitor, before the Contract be ſigned.

Forms of Contracts to be reviſed.

New Forms of Contracts.

For the ſecurity of the Public, alſo, the forms of all Bonds, now taken by the Board from Contractors, and others, ſhall be reviſed by their Solicitor, to make ſuch additions to, or alterations in them, as may be found neceſſary; and when a caſe ſhall ariſe, requiring a new form of Bond, the propoſed conditions of it ſhall be laid before him, that he may draw up the ſame in legal ſhape and expreſſion.

New Forms of Bonds.

Whenever it ſhall be intended to enter into any Contract, for the ſupply of any proviſions or ſtores, it ſhall be the duty of the Deputy Chairman, in his capacity of a Member of the Committee for General Buſineſs, previouſly to ſuch Contract being entered into, to make enquiries (aſſiſted therein by the Officers belonging to the Victualling Department, converſant in the articles intended to be contracted for, as the caſe may be) into the prices which the ſame may then bear in the market, and lay the information he may procure before the Board, as a guide to them in forming a judgment of the reaſonableneſs of the Tenders that may be offered.

Prices to be enquired into by the Deputy Chairman.

The Deputy Chairman ſhall likewiſe enquire, and report to the Board, whenever a reduction takes place in the prices of articles for which there are exiſting ſtanding Contracts, in order that warning may be given to the Contractors, and new Contracts entered into, or a reaſonable abatement made on the exiſting prices.

To enquire into the Prices of Articles for the ſupply of which there are exiſting ſtanding Contracts.

Advance in the Price ſtipulated by Contract.

When it ſhall be found neceſſary to make a certain advance beyond the price ſtipulated by Contract, for the furniſhing of any article, it ſhall only be granted for a certain ſpecified time, not more than ſix months, in order that the terms of the Contract may be reverted to at the expiration of that time, in caſe the circumſtances which rendered the advance of price neceſſary, ſhall then no longer exiſt.

Transfer of Contracts.

No Contractors ſhall be allowed to transfer their Contracts, without firſt producing an Affidavit that they have not received, nor expect to receive, any reward or emolument by the tranſaction; and before the Board conſent to any ſuch transfer, they ſhall ſatisfy themſelves of the competency of the perſon or perſons to fulfil the Contract, which is propoſed to be transferred to ſuch perſon or perſons; and whenever any Contract ſhall be ſo transferred, the original Contractor or Contractors, ſhall ſtill be held reſponſible as well as the new Contractors for the fulfilment of it, and be liable to the penalty for the non-performance of it, in caſe the perſon or perſons to whom it has been transferred ſhall fail to comply with the condition thereof.

Statements to be made Quarterly by Contractors.

It ſhall be made a condition in all Contracts for ſupplying Proviſions and Victualling Stores at places abroad, that the Contractor, if in England, or his Agent in England, if the Contractor be abroad, ſhall quarterly deliver to the Committee for General Buſineſs, a ſtatement of the quantities of Proviſions and Stores in hand, at the place where, by the terms of ſuch Contract, the Proviſions and Stores are to be depoſited, as ſet forth in the laſt Account thereof, received by the Contractor from his Agent abroad, or from the Agent of the Contractor in England, if the Contractor be abroad; as well as of ſuch quantities as may be on the paſſage, or that the Contractor may have ordered to be ſent thither; and the probable time of their arrival; and that the Contractor or his Agent, ſhall, without delay, deliver to the Committee for General Buſineſs, the foregoing Statement, at all other times when they ſhall think fit to demand the ſame; and moreover, that the Contractor ſhall take care that the Account of Proviſions and Stores in hand abroad, be tranſmitted to him by every opportunity.

Penalties for non-performance.

The penalties for the non-performance of Contracts, not having been hitherto fixed in all caſes on a general principle, correſpondent with the nature and magnitude of the Contract, and inſtances having occurred, where the penalties have been ſo low, that perſons diſappointed in the ſpeculations upon which they entered into Contract, or having held them with advantage for a time, have, when the terms of them became leſs beneficial, thrown them up, and ſubmitted to the penalty, whereby much inconvenience to the public ſervice has been occaſioned. We recommend that the penalties proportionate to the nature of the Contract, ſhall be as follows:

Penalties continued.

Upon the non-performance of a Contract to ſupply or deliver a ſpecific quantity of Proviſions or Stores, the penalty ſhall be £. 15. per cent. on the whole amount of the coſt or value of the Proviſions or Stores ſo contracted for.

Penalties continued.

Beſides the penalties upon the non-performance of theſe Contracts, the parties contracting ſhall in all caſes, when the Contract is of importance, enter into a bond with two ſufficient ſureties, to be approved of by the Board, for the payment of a certain fixed ſum of money, not leſs than £. 15. per cent. on the amount of the value of all articles agreed for, in caſe of failure in the performance of the Contract.

Penalties continued.

Upon all ſtanding Contracts for the ſupply of ſea Proviſions, freſh Beef, &c. either at home or abroad, and all other Contracts, where the amount or quantum to be ſupplied cannot be previouſly aſcertained, whatever may be the articles contracted for, the Board ſhall be careful to affix ſuch penalty proportionate to the magnitude and nature of the Contract, as ſhall fully indemnify the Public, in the caſe of the non-performance thereof.

Penalties continued.

Beſides the penalties upon the non-performance of theſe ſtanding Contracts, the Contractors ſhall in all caſes enter into a bond, with two ſufficient ſureties, to be approved of by the Board, for the payment of a certain ſum of money, equal in amount to the penalty inſerted in the Contract, in caſe of failure in the performance thereof.

Contractors failing to make deliveries in due time,

to be anſwerable for what the articles may coſt above the contract prices.

There ſhall be a clauſe in all Contracts, ſtipulating, that in caſe the Contractor or Contractors fail to deliver any Proviſions or Stores at the times ſpecified by the terms of the Contract, (or in thoſe caſes where no time is mentioned in the Contracts, within a reaſonable and proper time after the Contractor ſhall have been ordered to deliver the articles required) and when in order to prevent any injury to the public ſervice, it ſhall have become neceſſary to purchaſe any articles in conſequence of ſuch failure, that the Contractor or Contractors ſhall, beſides the penalty ſtipulated in

in the Contract, be anſwerable for whatever ſum the articles may coſt above the prices of ſuch articles expreſſed in the conditions of the Contract.

Oath to be taken by Contractors before payment.

It ſhall be a ſtipulation in all Contracts for the delivery of articles into Store, that before the Bill be given to Contractors for payment of the articles furniſhed under ſuch Contracts, or the laſt Bill, if more than one be made out, the Contractors ſhall take before or deliver to the Commiſſioners of the Victualling, an Affidavit that they have not given, nor will hereafter give or cauſe to be given, to any Officer, Clerk, or Inſtrument, concerned in the receipt of the articles ſo furniſhed, or other perſon whomſoever employed under the Commiſſioners of the Victualling, or to any perſon or perſons in their behalf, any money or other conſideration as a gratuity, fee or reward, for any matter in or relating to ſuch Contracts.

Contractors to make oath of having delivered all articles in kind.

It ſhall be ſtipulated in all Contracts for the ſupply of Proviſions, or other articles of Victualling to His Majeſty's ſhips and veſſels, and all other ſhips and veſſels in the ſervice of His Majeſty, whoſe Commanders have authority to demand the ſame, either at home or abroad, that the Contractors or their Agents, whichever of them may iſſue the ſame, ſhall take an Oath that "the Proviſions or other Articles of Victualling, were "actually delivered in kind on board the ſhip or veſſel on the day mentioned, and "that they have neither paid nor given, nor cauſed to be paid or given, nor will pay "or give, nor cauſe to be paid or given, to the Purſer or other perſon charged with "the ſame, nor to any perſon or perſons on behalf of either of them, nor to any "perſon whatſoever, any money or other conſideration, in lieu of all or any part of "the ſaid Proviſions, or other Articles of Victualling;" which Oath ſhall be taken before, or delivered to the Commiſſioners of the Victualling, before the Bill for the payment of ſuch Proviſions or other Articles of Victualling ſo ſupplied ſhall be given to the Contractor.

Prices ſtated in Tenders to be conſidered ſeparately.

Whenever it ſhall be neceſſary to enter into a Contract for ſupplies of various articles of Proviſions, at home or abroad, the Board ſhall not always accept the tender which ſhall be loweſt upon the aggregate of all the articles taken collectively, but they ſhall prefer ſuch tender as upon a conſideration of the price of each article ſeparately, and of the quantity of the ſpecies likely to be ſupplied, ſhall appear upon the whole to be the moſt advantageous to the Public.

Purchaſing by commiſſion.

All Proviſions and Victualling Stores ſhall be obtained by Public Contract, except on the occaſions before-mentioned, or in caſes when, from prudential conſiderations or reaſons of ſtate policy, it may be abſolutely neceſſary to provide them by the means of Commiſſion Agents; and whenever it ſhall be the opinion of the Chairman or the Board, that it will be more advantageous to the Public to obtain Proviſions or Stores by any other mode of proceeding than by Contract, the Board ſhall, without delay, and before any meaſures ſhall have been taken on the occaſion, ſubmit the circumſtances of the caſe to the Lords Commiſſioners of the Admiralty, and take their directions thereon; and whenever it ſhall be deemed expedient to employ Commiſſion Agents, it ſhall be previouſly ſtipulated with them, that they ſhall deliver to the Board an account of every purchaſe made by them, as ſoon after the tranſaction as may be, ſtating therein the quantity purchaſed, and the time when, the price thereof, and the name and reſidence of the perſon of whom the ſame was bought, and that, if any article ſo purchaſed had been conſigned to them for ſale, or that they were in any way intereſted therein previouſly to its being purchaſed for Government, the facts ſhall be ſet forth in the Account to be thus delivered; and that no further Impreſt for money ſhall be granted them, until an Account of the diſburſements of the money, before impreſted to them, ſhall have been delivered to the Chairman, and approved by him and the Committee for General Buſineſs:—and further, that ſuch Commiſſion Agents ſhall, within one month after the commencement of every quarter of the year, deliver to the Board a general Account of all purchaſes made, the quantities purchaſed, the time when, the price thereof, the name and reſidence of each of the perſons of whom the ſame were bought, the ſums of money impreſted or ſupplied to them for the uſe of Government in the preceding quarter, and the balances remaining in their hands; and it ſhall be further previouſly ſtipulated with them, that the rate of Commiſſion agreed on ſhall conſtitute the whole of the remuneration; and that, upon the delivery of their Accounts into the Office, the ſame ſhall be accompanied with Affidavits taken by them, that they were not in any way intereſted in the articles purchaſed, previouſly to their being obtained for Government, except in the caſe before required to be made known to the Board; that they neither have derived, nor will derive, any profit, advantage, or emolument from or by reaſon of their employment, either directly or indirectly, beyond the amount of their ſtipulated Commiſſion; that their Accounts are juſt and true, and that in the purchaſes made by them they have exerted themſelves, in every reſpect, to the utmoſt of their abilities for the benefit of the Public.

Directions of the Admiralty to be taken.

Commiſſion Agents to give the Board an account of Purchaſes made;

and if they were intereſted therein.

No new Impreſt to be granted them, until former Impreſts be accounted for.

General Accounts to be rendered to the Board Quarterly.

Rate of Commiſſion to be the ſole remuneration.

Accounts to be accompanied with Affidavits.

OUTLINES

OUTLINES of the PLAN for Conducting the Buſineſs at the VICTUALLING OFFICE with THREE COMMITTEES.

Plan with three Committees, in caſe that with two ſhall not accompliſh what is deſirable.

In caſe it ſhall be found neceſſary, after ſufficient trial has been made of the Plan of two Committees, to appoint a third, we would recommend the following Plan; viz.

That the Board ſhall conſiſt of ten Members, who ſhall be divided into three Committees.

A Committee of Correſpondence.
———— of Accounts.
———— of Stores.

That the Chairman ſhall ſuperintend the proceedings of every Committee, and, whenever it ſhall be neceſſary, preſide thereat.

Committee of Correſpondence. Duties.

That the Committee of Correſpondence ſhall conduct the current buſineſs and correſpondence of the Board, attend to the economy of manual labour, and all other matters in the ſeveral Victualling Eſtabliſhments at home and abroad, and tranſact all ſuch other buſineſs, as may not fall under the direction of the other Committees, and ſhall conſiſt of

Who to conſiſt of.

The Chairman, a Civilian.
Deputy Chairman, a Captain in the Navy.
Two other Commiſſioners, Civilians.
The Secretary to the Board ſhall alſo act as Secretary to this Committee.

Committee of Accounts. Duties.

That the Committee of Accounts ſhall take cognizance of the receipt and diſburſements of all monies, adopt meaſures for the ſpeedy recovery of all outſtanding balances, and money due to the Public—examine and paſs all accounts of caſh, including Purſers Accounts as far as they relate to caſh, and tranſact the current buſineſs relative thereto; and ſhall conſiſt of

Who to conſiſt of.

The Firſt Commiſſioner of the Committee, a Civilian.
One other Commiſſioner, a Civilian; and
One other Commiſſioner who has ſerved in the Navy as a Purſer.
Secretary to the Committee.

Committee of Stores. Duties.

That the Committee of Stores ſhall conſider of the proper quantities of Stores and Proviſions required for the Victualling Service in general, both at home and abroad, and cauſe the ſame to be timely provided—direct the diſtribution thereof—take cognizance of the receipt, iſſue and remains of ſtores and proviſions—examine and paſs all Accounts of ſtores and proviſions, including Purſery Accounts, ſo far as relates to ſtores and proviſions; and tranſact the current buſineſs relative thereto; and ſhall conſiſt of

Who to conſiſt of.

The Firſt Commiſſioner of the Committee of Stores, a Civilian.
One other Commiſſioner, a Civilian.
One other Commiſſioner who has ſerved in the Navy as a Purſer.
Secretary to the Committee.

That, in conſequence of this diviſion of buſineſs, the duties now entruſted to the exertions of individual Commiſſioners, ſhall be conducted by the above-mentioned Committees, as follows, viz.

The Department of Caſh by the Committee of Accounts.
D° of Stores by the Committee of Stores.

The Department of	Hoytaker, Brewhouſe, Cutting-houſe, Dry Stores, Cooperage,	Such part thereof as relates to the Current Buſineſs, to the care and converſion of Stores, and the economy of manual labour, by the	Committee of Correſpondence.
		Such part thereof as relates to the Receipt and Diſburſement of Money, by the - - - - - -	Committee of Accounts.
		Such part thereof as relates to the Proviſion, Diſtribution, Receipt, Iſſue and Remains of Stores, by the - - - - - - - - -	Committee of Stores.

The

The details of the duties, of which we have thus given the outlines, being contained in the inſtructions for the two Committees, the diviſion of thoſe details, ſo as to adapt them to the plan of three Committees, will naturally follow, in the ſame order as that in which we have given the outlines, and therefore it would be a repetition of the ſame thing, both in ſubſtance and words (the difference being in the arrangement only) if we were here to detail the inſtructions, adapted to the diviſion of the buſineſs between three Committees.

We ſhall conclude this Report with remarking, that neither of the plans which we have recommended, nor any other, will be attended with any material good, unleſs all the Members at the Victualling Board be men of real ability, profeſſional knowledge, and uninterrupted induſtry; and unleſs, as recommended in our Firſt Report, repeated in our Second, and again enforced here, "in the choice of them, no other "circumſtance but that of their being the fitteſt men that can be found, for the exe- "cution of the various Duties they are to undertake, be regarded."

Members of the Victualling Board ſhould be efficient.

(Signed) BARHAM. (L. S.)
JOHN FORDYCE. (L. S.)
ROGER CURTIS. (L. S.)
Wᵐ DOMETT. (L. S.)
AMBROSE SERLE. (L. S.)

Office of Naval Reviſion,
11th Auguſt 1807.

(A Copy.)

John T. Briggs,
Secretary.

THE

TENTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs

of

HIS MAJESTY'S NAVY.

(Dated 11th Auguſt 1807.)

Ordered, by The Houſe of Commons, *to be printed,*
11th April 1809.

125.

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THE

ELEVENTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs of His Majesty's Navy.

(Dated 22d December 1807.)

Ordered, by The Houſe of Commons, *to be printed*,
11*th April* 1809.

To the KING's Most Excellent MAJESTY.

The ELEVENTH REPORT of the Commiſſioners appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of His MAJESTY's NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into their particular Conſideration, all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE ON FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service, and to conſider and deviſe the beſt means of carrying the ſame into execution in the moſt convenient and expeditious manner, and to report on all the Matters aforeſaid from time to time as They ſhall ſee Occaſion.

HAVING, in our Tenth Report, ſuggeſted to Your Majeſty ſuch alterations in the mode of conducting the buſineſs of the VICTUALLING OFFICE in Town as appeared to us to be neceſſary, we ſhall now proceed to ſtate the grounds on which it becomes our duty to propoſe a change of ſyſtem, alſo, in the buſineſs carried on at the various Eſtabliſhments at Home, ſubordinate to the Victualling Board, with the view of introducing order and economy into that branch of the Public Service.

10th Report. In the former Report we ſtated, that the ſyſtem of management at the Victualling Eſtabliſhments Abroad, as well as thoſe at Home, would form the ſubject of a ſeparate Report, but we have ſince found, that the variety of important matter comprehended in this extenſive ſubject would much exceed the limits of one Report; it therefore became neceſſary to confine the preſent Report to the ſubject of the Regulations which we have prepared for the government of the Victualling Eſtabliſhments at Home; viz.

Contents of the Report.

Deptford,
Portſmouth,
Plymouth,
Chatham, and
Dover;

poſtponing thoſe which we have alſo formed for the guidance of the Officers of the Victualling Eſtabliſhments Abroad, to be preſented in another Report.

10th Report. We have already mentioned that any partial alterations or amendments would be inſufficient; and that nothing leſs than an entire new ſyſtem would be likely to produce effectual and permanent good.

Nothing leſs than an entire new Syſtem will anſwer any uſeful end.

This opinion being completely the reverſe of that which has been repeatedly and ſtrongly expreſſed by the two Boards,* who have preceded us in an enquiry into the

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* Note.—The Commiſſioners of 1788, in their Eighth Report, page 562, when ſpeaking of a ſmall Eſtabliſhment, ſimilar to an Out-Port, which was then, beſides the great Victualling Office, ſituated at Deptford, expreſs themſelves thus:—

"The Storekeeper's Office doth not appear to us to be conducted at preſent with the requiſite propriety and effect.

"We

This opinion being directly oppoſite to that given by the Commiſſioners of 1785, and of Naval Enquiry of 1803, conſiderable detail will be neceſſary to juſtify a different concluſion.

the ſyſtem of management in the Victualling Eſtabliſhments, we feel it our duty, on that account, to enter more into details than would otherwiſe have been neceſſary, in order to ſhew the grounds on which we have found ourſelves obliged to differ from ſuch reſpectable authority; as well as to prove, ſatisfactorily, that ſo far from the preſent ſyſtem being entitled to the approbation which thoſe Commiſſioners have beſtowed upon it, the buſineſs, on the contrary, is conducted in a looſe and confuſed manner, without ſyſtem, clearneſs, regularity or method; that with reſpect to the Accounts of Stores, they are unneceſſarily intricate and voluminous, without providing any ſufficient check, being in moſt inſtances unſupported by any vouchers; that ſome of them, intended for the charge and diſcharge of Store Accountants, are ſo erroneous as even to leave the Accountant himſelf completely ignorant of the real quantity of Stores in his poſſeſſion—that various deſcriptions of public Stores are received and iſſued in large quantities, without any Accounts thereof being kept or rendered—that the Superintending Board in town has no means of fully charging and diſcharging the Storekeepers with Stores received and iſſued, other than from the Accountant's own ſtatements; that in many important inſtances the Board has no means of forming a judgment of the propriety or impropriety of the expenditure of Stores ſet forth in the Accounts ſubmitted for their approval; and, what is not a little extraordinary, no uniformity is obſerved at the different Ports, there being many books and accounts kept and rendered from one Eſtabliſhment not required from another, though the nature of the buſineſs tranſacted at both is preciſely the ſame; that with reſpect to the Accounts of Caſh, ſome of the diſburſements are ſubject to no controul, and the Accounts to no check, and a few even to no examination.

Opinion of the Board of Reviſion upon the Victualling Departments.

Cauſes to which the Defects in thoſe Departments are to be imputed.

Nevertheleſs, we think it right to ſtate, that it would be a harſh and unfair concluſion to impute theſe evils, altogether, to the miſmanagement of thoſe to whoſe care the conduct of the Victualling Service has been entruſted; they are rather to be conſidered as the conſequences of defects, which have gradually and imperceptibly ariſen in the courſe of the laſt century, during which time partial alterations only have been introduced, thus adding ſomething new to the remains of an old ſyſtem, inſtead of abandoning the old altogether, and forming an entire new one adapted to the preſent circumſtances; for however well ſuited the regulations which were eſtabliſhed at the beginning of the eighteenth century might have been to the ſmall extent of the

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"We muſt however obſerve, that from the Returns made by the Agent Victualler, and from thoſe "of the other principal Officers, it is evident that the latter are charged and diſcharged with great "regularity by the Office in London, even according to the preſent mode of executing the buſineſs at "Deptford."

The ſame Commiſſioners alſo ſtate, at page 564; "In the courſe of our Enquiry into the ſtate of "the ſeveral Departments of Victualling at the Out-Ports, we endeavoured to keep one object con-"ſtantly in view, namely, to aſcertain whether thoſe Eſtabliſhments, reſpectively, are connected with "the ſuperior Board upon principles ſo ſyſtematic and correct as to provide a real check and controul "over the conduct of each Office at the ſeveral Out-Ports, as well as to ſecure effectually the property "of the Public which is entruſted to their care. Upon this ſubject it is with great ſatisfaction we report "generally, that every article of Proviſions and of Stores received by the Officers at the ſeveral Out-"Ports, is charged againſt them in Accounts kept at London by the Accountant for Stores; and that "all Proviſions and Stores iſſued by ſuch Officers, are placed to their credit reſpectively in the ſame "Account."

The ſame Commiſſioners further ſtate, at page 565:—

"Every Agent Victualler keeps one general account of caſh; another, ſtating all monies received for "proviſions, &c. ſold; both of which are ſent to and examined by the Accountant for Caſh. A third "account, ſtating money impreſted to ſuch Agent Victualler, is alſo tranſmitted to and examined by "the Chief Clerk for examining and ſtating of Impreſt Accounts. The Pay Liſts for wages are received "by the Clerk of the Check*, and thoſe for Short Allowance Money in the office of that name. The "whole of the above Accounts are tranſmitted to London once in every three months, upon oath; and "being corroborated by other documents, they collectively form a complete ſyſtem of connection "between the Board of Victualling in London, and the ſeveral ſubordinate Eſtabliſhments at the Out-"Ports, under every check and ſecurity which the Public Service can render neceſſary; provided, that "the execution of the complicated duties of that extenſive department, as well in the ſuperintendence "as in the detail, be performed with fidelity and preciſion by the perſons who are entruſted with the "ſame."

* This Officer, who is now removed to Deptford, was on the Eſtabliſhment in Town when this Report was made.

The Commiſſioners in the ſame Report, page 569, remark—"The more we conſider the manner in "which the Accounts of the Victualling Department are kept, the numerous Vouchers which are re-"quired, and the various checks which have been inſtituted from time to time, the more we are in-"duced to approve the general theory."

The Commiſſioners of Naval Enquiry of 1803, in the ſhort view which they give of the Victualling Eſtabliſhment at Plymouth, in their Eighth Report obſerve, at page 642, that "The iſſue of "proviſions and ſtores at the Victualling Office appears to be conducted with regularity. The proceſs "of accounting for proviſions and ſtores received and iſſued in this Department is clear, regular, and "methodical."

Victualling Service at that time, it was by no means ſurpriſing to find them but ill adapted, or rather wholly inadequate to conduct it properly on its preſent extended ſcale.

We have therefore conſidered it neceſſary, in the Inſtructions and Regulations contained in this Report, to propoſe almoſt a total change in the forms and ſyſtem of keeping the Accounts of theſe Eſtabliſhments, which we truſt will ſimplify and render them more clear, and prove an effectual remedy againſt the defects and inconveniences which have preſented themſelves: In this important part of our duty, we have experienced, to the full extent, how much more difficult it is to provide adequate remedies for exiſting evils, than to diſcover and bring them to light.

As the Victualling Eſtabliſhment at Deptford has always been, in its conſtitution and internal government, very different from the other Victualling Eſtabliſhments, uſually termed the "Out-Ports," it will be neceſſary to preſerve this diſtinction in the obſervations which we are about to make; and therefore we ſhall divide thoſe remarks into three parts.

In the Firſt we ſhall conſider the ſyſtem of management at the Out-Ports; in the Second part, that at Deptford; and in the Third part, we ſhall offer ſome General Remarks. Diviſion of the Report.

PART I.—OUT-PORTS.

PORTSMOUTH, PLYMOUTH, CHATHAM, and DOVER.

ON the appointment of the Victualling Board about the end of the ſeventeenth century, almoſt the whole of the Proviſions and Victualling Stores, neceſſary to be provided for Your Majeſty's Navy, were depoſited at Tower-hill. Ships and Veſſels of War being at that period very frequently ſtored on firſt fitting out in the Thames, and being afterwards ſupplied at ſuch ports as they happened to touch at, with proviſions furniſhed by Contractors, or purchaſed by their Purſers, the Victualling Eſtabliſhments at the Out-Ports were then on a very limited ſcale. The whole management of each was entruſted to one Officer, called the Agent Victualler, whoſe duty was to receive ſuch Stores as the Commiſſioners thought fit to ſend him from Tower-hill, to hire and pay ſuch labourers and ſailing craft as might be neceſſary to aſſiſt in receiving and afterwards reſhipping them on board the ſeveral Ships and Veſſels in want thereof; and to tranſact ſuch other buſineſs, and to make ſuch diſburſements, as might be connected with that ſervice. Syſtem at the Out-Ports. Origin. Depôts for Proviſions.

But, as theſe duties gradually increaſed with the growing extent of the Navy, the immediate care of the two principal branches was committed to two Clerks, appointed to aſſiſt the Agent Victualler; one of theſe was called the Storekeeper, whoſe duties were to receive and iſſue all the proviſions and ſtores, and to render the neceſſary Accounts and Returns: The other was called Clerk of the Check, whoſe duties were to muſter and make up Accounts of the time worked, and wages earned by the Labourers, &c. borne on the Eſtabliſhment; to witneſs the Receipts and Iſſues of the Stores, as well as to check the Storekeeper's Accounts; for which purpoſe he was required to keep and make up Accounts in all reſpects ſimilar to thoſe of the Storekeeper. and progreſs.

Inſtructions were given to each of thoſe Officers, as well as to the Agent, bearing date the 9th of Auguſt 1710, which were afterwards replaced, by freſh Inſtructions, dated the 1ſt of July 1715; when the Victualling Board was new modelled, and the ſuperintendence of the different branches, by individual Commiſſioners, introduced, as noticed in our Tenth Report.

The laſt-mentioned Inſtructions, formed ſo long ago, are in exiſtence at the preſent time; and the Officers of the Victualling Eſtabliſhments are ſuppoſed to be governed by the directions they contain. Exiſting Inſtructions formed ſo long ago as 1715.

Notwithſtanding the principal points of duty were thus committed to diſtinct Officers acting as checks upon each other, and the whole placed under the management and controul of the Agent Victualler, it does not appear that the latter was exempted in any degree either from being reſponſible for the due performance of the duties entruſted to the other Officers, or from keeping and making up, to the ſame extent as before, Books, Accounts, Returns, and other documents, relating to the departments of either of thoſe Officers, in addition to his other duties.

In the courſe of time, in addition to the Out-Ports, being mere Depôts for proviſions ſent round from the River, manufactories were eſtabliſhed for baking biſcuit, brewing beer, and making caſks: The Stores of every kind, connected with thoſe manufactories, are conſidered to be in the department of the Storekeeper, who receives Further progreſs of the Out-Ports. Manufactories eſtabliſhed there.

the raw materials from Contractors; or otherwiſe delivers them over to the manufacturer, and again receives from him the produce in converted articles, which he iſſues for the different purpoſes of the ſervice, with the exception of the cooperage ſtores, which are wholly in the department of the Maſter Cooper, who is in fact the Storekeeper for all ſorts of cooperage ſtores: He is not only required to attend to the making of the caſks, as the Maſter Brewer, &c. are required to attend to the brewing of the beer, and making of the biſcuits, but he receives the raw materials neceſſary for the manufactory in the firſt inſtance, converts them into the different articles required, and iſſues the converted ſtores to Ships or otherwiſe, receives the caſks back from Ships, &c. when empty or unſerviceable; repairs, alters or condemns them at pleaſure; and finally makes up and tranſmits Accounts and periodical Returns in the ſame manner, in all reſpects, as the Storekeeper does with regard to proviſions. All theſe Accounts are moreover witneſſed and checked in the ſame manner as thoſe of the Storekeeper, by the Clerk of the Check.

Recapitulation of the exiſting ſyſtem at the Out-Ports.

Thus the ſyſtem at preſent in exiſtence at the Out-Ports may be briefly deſcribed as follows:—The Storekeeper and Maſter Cooper receive, iſſue, and account for the Stores in their reſpective departments; the Clerk of the Check witneſſes all receipts and iſſues made by each of them, and takes and makes up Accounts thereof, correſponding to thoſe made up by each of them, beſides his duty of muſtering the people, and ſtating their earnings; and the Agent makes up Accounts of Stores, comprehending thoſe made up by all the other Officers, which are blended with the Accounts of Caſh received and diſburſed by himſelf.

The effect of this ſyſtem, on the preſent extenſive ſcale of the Navy, is ſuch as might be expected.

In conſequence of ſo many Officers being concerned in rendering Accounts, extraordinary as it may appear, it is a matter of great doubt even at the preſent time, among the Officers themſelves, who is to be conſidered really reſponſible for the Stores.

Duties of the different Officers ſo ill defined, and ſo little underſtood, that they do not even know who has the charge of the ſtores.

The Portſmouth Officers ſay, in anſwer to our enquiries, "We conſider the "Storekeeper as ſolely accountable for the Receipt and Iſſue of Stores in his charge, "under the controul of the Agent; and it is our opinion that he ſhould be ſo."

The Chatham Officers ſay, that the Queſtion, whether the Storekeeper be alone accountable for Stores in his charge, "can only be anſwered in the affirmative."

The Storekeeper at Plymouth replies, "I do conſider the Agent Victualler equally "reſponſible with myſelf for all Proviſions, &c. placed in the Storehouſes under my "care."

The Agent Victualler however, in his remark on the above anſwer, ſays, "it is "incumbent on me to obſerve, that I cannot coincide with Mr. Slight, the Store-"keeper, in his reply, wherein he conſiders me equally reſponſible with himſelf for all "Proviſions, &c.; I have never ſo conſidered it, and certainly there has been no "practice of the ſort."

But, though the majority of opinions are in favour of the reſponſibility reſting with the Storekeeper, yet there are other circumſtances which ſhew that it is nevertheleſs ſtill doubtful who is really charged with and reſponſible for the Stores.

The Storekeepers, as well as the Agents, tranſmit quarterly Statements of all their tranſactions in regard to Stores; but, the Agent is conſidered by the Victualling Board as the Public Accountant, and his Account is the moſt relied on, though, as will be more fully ſhewn hereafter, in almoſt every inſtance, the materials from which he makes up his Account are furniſhed to him by the Storekeeper.

This, however, is not uniformly ſo at all the Out-Ports; for, in order that the Agent might not reſt altogether on the Storekeeper's Statements, we underſtand that it is the practice for the Agent at Portſmouth to ſend a Clerk to take an account of all Stores received by the Storekeeper, in conjunction with his and the Clerk of the Check's Clerk: at Chatham, the Agent's Clerk attends, and takes an account of all Proviſions and Stores received from Ships or Contractors; but, of the Proviſions and Stores iſſued, he only takes an account of freſh Beef, Wine, and Spirits; and the Agent at Plymouth ſends no Clerk to take an account in either caſe.

Details of Defects divided into three parts.

Having thus given a brief deſcription of the outlines of the preſent ſyſtem at the Out-Ports, we will now proceed to ſtate the more minute details, dividing them under the three following heads.

Uſeleſs Books and Accounts.

Under the Firſt Head, we ſhall give a deſcription of ſuch Books, Accounts, and Returns now kept and rendered, as are wholly unneceſſary; and which, though creating much trouble and expence, form in many caſes no efficient check whatever; ſerving

ſerving only to involve the Accounts in intricacies; while in others, the real check which does exiſt may be obtained by means much more eaſy and ſimple, and equally or more effectual.

Want of uſeful information and of real check.

Under the Second Head we ſhall ſhew, that notwithſtanding the Books, Accounts and Returns are unneceſſarily multiplied, yet that they are in many caſes very defective of neceſſary information, ſo much ſo, that the Quarterly Returns made to the Victualling Board (which are the documents by which the Store Accountants are charged and diſcharged of public ſtores) do not afford the means of judging of the propriety of the expenditure of ſtores of various deſcriptions; that in a few inſtances, the entries are mere paper ſtatements, formed from probable calculation, but not from fact; that in ſome caſes alſo, entries are made of tranſactions which are known never to have taken place, and are therefore altogether fictitious; and that the receipt and expenditure of many deſcriptions of Stores are made no mention of whatever.

Fictitious Statements and Omiſſions.

Diſadvantages of the Maſter Cooper being Storekeeper for his Department.

Under the Third Head, we ſhall ſtate the diſadvantages which reſult from the Maſter Cooper being an independent Storekeeper for his department, and the advantages which will ariſe from transferring that part of the duty of Maſter Cooper, which conſiſts in his being a Store Accountant, over to the Storekeeper. We ſhall likewiſe under this head, ſtate the circumſtances and reaſons which make it right to relieve the Storekeeper of the charge of ſuch Stores as are iſſued to the Maſter Workmen, for the purpoſe of being converted for uſe, and to make thoſe Maſter Workmen reſponſible for their care, while in their poſſeſſion.

Why the Maſter Workmen ſhould be reſponſible for the Stores in their charge for Converſion.

FIRST HEAD.

First Head. Uſeleſs Books and Accounts.

BOOKS, ACCOUNTS and RETURNS, now kept and rendered, which are wholly unneceſſary; and which, though creating much trouble and expence, form in many caſes no efficient check whatever; ſerving only to involve the Accounts in intricacies, while in others, the real check which does exiſt may be obtained by means much more eaſy and ſimple, and equally or more effectual.

On this Head conſiderable detail will become neceſſary, in order to ſhew that, although we are deſirous that every point of duty not anſwering ſome uſeful purpoſe, ſhould be diſpenſed with; yet that we do not propoſe that any Account or Check which conveys any neceſſary information, or tends in the ſmalleſt degree to enſure fidelity on the part of the ſeveral Accountants, ſhould be aboliſhed; but that on the contrary, the Regulations we have framed, beſides ſimplifying the ſyſtem and leſſening the buſineſs, we truſt will be found to ſtrengthen the checks, and afford more clear and ſatisfactory information to the Victualling Board.

For the ſake of clearneſs it will be better to claſs the ſeveral Books, Accounts, and Returns, now kept and rendered, under the following deſcriptions:

Vouchers.
Returns of Information.
Accounts forming Checks.

VOUCHERS.

When a Victualler arrives at an Out-Port from any other Victualling Eſtabliſhment, the Storekeeper or Maſter Cooper, according as the cargo conſiſts of proviſions or cooperage ſtores, ſends a Clerk in conjunction with another from the Clerk of the Check's office, to take an account of the cargo, each of them in an original daily Receipt-book. The Storekeeper then makes out a Liſt of the cargo, ſigns and forwards it to the Clerk of the Check, to be examined by his original or daily Receipt-book; and it is then ſent to the Agent, to whom alſo the Maſter of the veſſel delivers his bill of lading. The Agent makes out a receipt, ſimilar to what the Storekeeper ſent him, on the back of the Bill of Lading; he makes out another copy of the receipt, which he tranſmits to the Victualling Office; and a third copy which he tranſmits to the Port from whence the veſſel was freighted.

But as the Officers of each Out-Port, on lading a veſſel, ſend by poſt to the Officers of the Port to which ſhe is bound, a counterpart of the bill of lading which they had given the Maſter of the veſſel, we are of opinion nothing further is neceſſary, on the veſſel's arrival, than for the Storekeeper to write on the back of each of theſe papers, whether he has, or has not, received the Stores therein mentioned; or, if any difference ſhould appear, ſpecify the deficiency, or ſurplus, and then to forward them to be examined

mined by the Clerk of the Check, and approved by the Agent, who will give one to the Maſter of the veſſel, and reſerve the other for examining the Storekeeper's accounts.

Three Bills of Lading made out on many occaſions more than are neceſſary.

The three liſts of the cargo therefore which are made out in the Agent's office, as before deſcribed, may be diſpenſed with.

The Agent being in poſſeſſion of one, it is unneceſſary for him to make a copy of that which he receives from the Storekeeper: the information contained in the one ſent to the Board, may come before them in the weekly Account hereafter to be mentioned; and there can be no uſe whatever in ſending one to the Port from which the Stores were received, as the bill for the payment of the freight of the veſſel is made out at the office in town, where deductions for any deficiencies would be made.

When Stores are delivered in by Contractors, they are received by two Clerks at Plymouth, and by three at Chatham and Portſmouth, in the ſame manner as has been already deſcribed, who take accounts of them in their reſpective original Receipt-books, which are afterwards in the reſpective offices of the Storekeeper and Clerk of the Check, tranſcribed into fair Receipt-books.

A kind of ledger is kept at all the Ports in each of the three offices of the Agent, Storekeeper, and Clerk of the Check, in which the Contractor is made debtor for whatever he is bound to deliver, and credited from time to time with what is received from him. The object of keeping this ledger is to aſcertain at all times what quantities of Stores are due from Contractors.

When the Storekeeper has in this way received Stores, he makes out what is called a Voucher for them, which is examined and atteſted by the Clerk of the Check, and then forwarded to the Agent. The Agent cauſes it to be engroſſed into the ſhape of a formal certificate, which is copied literally into a book kept in his office, and then ſent in ſucceſſion to the offices of the Clerk of the Check and Storekeeper, to be literally copied by each of them alſo, before it is delivered to the party.

Thus, beſides the original entries in the rough Receipt-books, there are ten ſtatements written of each delivery of Stores which a Contractor makes, before he can obtain an acknowledgment from the Storekeeper of the receipt thereof; out of which number we are of opinion ſeven ſtatements may be diſpenſed with, beſides ſhortening the form of the remainder. As the information of the quantities of Stores due from each Contractor forms part of the weekly Returns made to the Board, no end can be anſwered by keeping Ledgers for that purpoſe in the Agent and Clerk of the Check's offices, though neceſſary in the Storekeeper's office, where the weekly Account muſt be made out; and, after he has once filled up a certificate to a Contractor (which might be in a printed form to ſave trouble) and when the ſame has been examined by the Agent and Clerk of the Check, we do not perceive what advantage there is in the Agent's making out a new one, and cauſing it to be literally copied in each of the three offices before-mentioned: on the contrary, it ſeems to be running an unneceſſary hazard of errors occurring in the copying.

Seven Statements of Stores received out of ten unneceſſary.

There are other Vouchers of various deſcriptions, but of which we ſhall give no explanation, becauſe we are not aware that any part of them is unneceſſary.

RETURNS OF INFORMATION.

Meaning of Returns of Information.

The deſcription of Returns here alluded to are thoſe which are kept and rendered merely with a view to furniſh the Board with certain points of information, in contradiſtinction to thoſe which are made up for the purpoſe of charging Public Accountants for Stores.

Previouſly however to entering on a deſcription of theſe Accounts, it is neceſſary to notice a local circumſtance at Portſmouth and Plymouth, which has had conſiderable effect in augmenting the unneceſſary buſineſs at thoſe Ports; at each of them a part of the victualling premiſes is on a different ſide of the harbour from that on which the principal buildings are ſituated, the cooperage and brewery of Portſmouth being at Weevil, and thoſe of Plymouth at South Down. The cooperage is under the charge of the Maſter Cooper, but the brewery has always been a branch of the Storekeeper's department; and one or two of his Clerks are ſtationed there, to take accounts of the ſtores received for brewing, and of the beer ſupplied to ſhips.

Locality in reſpect of the Brewery and Cooperage at Portſmouth and Plymouth.

Notwithſtanding, however, the Storekeeper includes all theſe tranſactions uniformly in his periodical and other Books and Accounts of every ſort, yet his Clerk has been ſuppoſed to be an independent Accountant, ſomething on the footing of the Maſter Cooper, and makes out, likewiſe, periodical Accounts, ſome of which he tranſmits to the Board.

The

The Weekly Account, tranſmitted by the Agent, conſiſts of a variety of information relative to the current buſineſs. The principal object, however, is to inform the Board of the quantity of Stores actually remaining in the Magazines, or expected to arrive at the Port, in order that they may regulate their future ſupplies accordingly.

What the Weekly Account is, and the uſe to which it is applied.

With a view to aſcertain theſe points of information, the Storekeeper poſts promiſcuouſly, from his original books, all the Entries of Stores received and iſſued, into various fair receipt and iſſue books in the order of dates. Theſe Entries are, in their turn, poſted in detail into another book kept in a different form, having on one page every thing relative to Stores received, including the remains at the end of the preceding week; and, on the other, every thing relative to Stores iſſued. The Totals of each page are formed every Friday, and are ſubtracted from one another, which gives the remains in ſtore.

How this Account is now made.

This Abſtract of Remains is copied, with ſome other particulars, into another book, from whence a fair copy is made up, and forwarded to the Clerk of the Check for being examined. A ſimilar procedure is followed by the Maſter Cooper, in making up the Account of Stores remaining in his poſſeſſion; and the Storekeeper's Clerk, at the Brewhouſe alſo makes up his Weekly Account in much the ſame way; both of which are alſo ſent to the Clerk of the Check.

The means by which the Clerk of the Check examines theſe Accounts are, to make up, in his own office, counterpart Accounts of thoſe ſent to him.

How this Account is examined by the Clerk of the Check.

When theſe Accounts have been compared with and corrected by the Clerk of the Check's Weekly Account-book, the whole of them are ſent to the Agent's office, and there they are blended with ſeveral other particulars, and a new Statement is made out in a different ſhape.

This blended Statement is then literally tranſcribed into a book, and afterwards forwarded to London, accompanied by a ſeparate copy of that part of it which relates to the Maſter Cooper.

Recapitulation of the progreſs through which the Weekly Account goes.

Thus it generally happens, according to the preſent ſyſtem, that, before the Board receives an Account of the Quantities of Stores remaining in the Magazines of an Out-Port, the Receipts and Iſſues of Stores, which in war-time are very numerous, have been three times tranſcribed, and two weekly Abſtracts have been made out therefrom in each of the offices of the Storekeeper, the Clerk at the Brewhouſe, and Maſter Cooper; they have alſo been three times tranſcribed in the Clerk of the Check's office; and once tranſcribed, and two weekly Accounts or Abſtracts made up, in the Agent's office.

Much of this Formality quite uſeleſs.

It is perhaps too obvious to remark, that much of this laborious and tedious proceſs, to come at ſo ſimple a piece of information as the quantity of Stores in the Magazines of an Out-Port, is wholly unneceſſary.

Diſtinction between Returns of Information and Accounts of Check.

There is evidently an eſſential difference between the nature of the examination that a Return ſhould undergo, which is intended as a mere matter of information, and that ſpecies of check which ſhould be impoſed upon an Account by which an individual is to be charged with or diſcharged of ſpecific quantities of Stores, and upon the faith of which it is to be aſcertained whether any frauds or abuſes have been committed: the Account we have been deſcribing, though coming within the former deſcription (being rendered chiefly to enable the Victualling Board to judge what additional ſupplies of Proviſions are wanted at an Out-Port) is made to undergo all the checks and formalities of the latter; and as it will hereafter appear that many of thoſe checks are uſeleſs and unneceſſary, even for the purpoſe of effectual controul, ſtill leſs neceſſary muſt it be for the Weekly Account, containing mere matter of information, to be made to go through the whole routine of thoſe checks.

How to make out the Weekly Accounts without keeping any additional Books expreſsly for that purpoſe.

So far from the multiplicity of books we have enumerated, being neceſſary to come at the information to be given in the Weekly Account, the mode which we have preſcribed, in the following Inſtructions for making out that Return, will preclude the neceſſity of keeping a ſingle book expreſsly for that purpoſe.

The original books of the daily receipts and iſſues of Stores now kept, we propoſe to continue: from theſe books the items muſt be poſted into fair Accounts, in a form preſcribed, under diſtinct heads of Receipt and Iſſue; all which is done for the purpoſe of rendering a complete ſet of Quarterly Accounts for charging and diſcharging the Storekeeper. Thus therefore if he keep up, as he ought to do, from day to day, the poſtings from the original books of receipts and iſſues into the fair Account, all that he will then have to do, in order to enable him to make out the Weekly Account in queſtion, will be at the end of every week to abſtract, on a ſeparate paper, the total quantity of Stores received (which are ranged in diſtinct columns) ſince the laſt Weekly Account was made out, and add thereto what remained at that time. He will then

have to abſtract the quantity of Stores iſſued, and deduct it from the above total, and the remainder will be the information required. This Account muſt in the nature of things be perfectly accurate, while at the ſame time it will have a ſtrong tendency to prevent the Office books from going into arrear; whereas at preſent, they are never begun to be made up until long after the quarter is ended.

Accounts forming Checks.

The Accounts here alluded to, are of two ſorts.

1ſt. Thoſe which relate to the charge and diſcharge of Purſers of Ships, and other Perſons, to whom Proviſions, &c. are ſupplied for being expended for the Public ſervice.

2dly. Thoſe which relate to the charge and diſcharge of the Storekeepers, and other Store Accountants of the Victualling Yards, to whoſe charge Proviſions and Stores are ſupplied, to be in readineſs to iſſue to Ships.

1ſt. Accounts forming Checks, with reſpect to the charge and diſcharge of Purſers, &c.

Accounts of Check on Purſers.

Origin of the Monthly Accounts.

It appears from the firſt inſtructions which were iſſued to the Victualling Board, dated in 1700, that it was the duty of one of the Members of the Navy Board, who was then ſtyled "Comptroller of the Victualling," to make a Statement every month, for the information of that Board, and the Lord High Admiral, or Board of Admiralty, of the whole Proviſions received and iſſued in the courſe of each month, and of the remains at the expiration thereof, to enable him to do which the Victualling Board was enjoined to furniſh him with various documents; and among others, a monthly Account of Proviſions and Stores returned from Ships, and a Monthly Abſtract of the quantities remaining in ſtore. The object of theſe was evidently to eſtimate the ſupplies which might become neceſſary.

The Victualling Board therefore, to enable it to furniſh the Comptroller of the Victualling with thoſe particulars, called upon the Officers at each Port for an Account of the Proviſions and Stores remaining at the expiration of each month; and a monthly Account of all Proviſions, Caſks, Iron Hoops, and Bags, ſerviceable and unſerviceable, returned from His Majeſty's Ships and Tranſports. They alſo required another monthly Account of the ſeveral quantities and ſpecies of unſerviceable Proviſions received into ſtore, ſpecifying how the ſame were diſpoſed of; and a fourth monthly Statement of the quantities of Wine and Spirits which had been expended, in filling up the caſks iſſued, of thoſe articles, in lieu of what had evaporated while in ſtore.

But the uſe of thoſe Accounts was ſoon anticipated, by the Victualling Board requiring, within a few years after the date of thoſe inſtructions, a weekly Account for their own information, ſtating the remains of Proviſions in ſtore, which was gradually, afterwards, enlarged to its preſent ſhape.

Monthly Accounts continued, though the Cauſes of their being firſt ſent have long ſince ceaſed.

Notwithſtanding which, and though the functions of the Comptroller of the Victualling, at the Navy Board, have long ago ceaſed, yet all theſe Accounts have been conſtantly required, although there is no real uſe for them at the Victualling Office.

Suppoſed uſe of continuing the Monthly Account of Returns.

With reſpect to the firſt indeed, namely, the monthly Account, detailing the quantities of Stores returned from Ships, ſome uſe is at preſent made of it; and it is curious to examine the uſe to which it is applied, becauſe it will tend to ſhew the force of habit in keeping up eſtabliſhed forms for benefits altogether imaginary.

The Victualling board ſtates to us, that "theſe Accounts of Returns are required, "in order that all receipts, granted to Purſers of His Majeſty's Ships or Maſters of "Tranſports, may be examined (notwithſtanding the general Quarterly Store "Accounts may not be received) before they are carried to the credit of the Purſers, "or Maſter's Account; and they likewiſe operate as a check upon the Quarterly "Accounts, whereby due care is taken that the Agents or Storekeepers be duly charged "with the Proviſions or Stores for which receipts have been granted."

The receipts granted to Purſers above-mentioned are documents which, upon a Purſer being about to paſs his Account, are furniſhed from each Port, and contain an Account of the Stores landed by him at ſuch Port during the period of his Account.

Thus the Monthly Account of Returns is ſuppoſed to anſwer a double purpoſe; viz. not only to aſcertain whether the quantities of Stores for which the Officers of any Port may ſtate in their receipts that a Purſer is entitled to credit, be the ſame as thoſe ſtated on the Monthly Account to have been received from his Ship, but alſo to aſcertain whether the ſame ſtatement is made in the Quarterly Account rendered by the ſame Officers

Officers of Stores received from ſuch Ship. Now it is to be obſerved, that theſe three ſtatements of Stores returned from Ships, muſt, from their nature, be copied all from one and the ſame Account, namely, the book containing the daily account of Stores returned from Ships; it is therefore clear, that if the Victualling Board compared the receipt which a Storekeeper might have granted to a Purſer for any quantity of Stores returned by him, with the quantity which the ſaid Storekeeper in his Quarterly Account would have admitted to have been received from the ſame Purſer, they muſt, if correct, agree, becauſe they are copies from the ſame original; and in that caſe the intervention of the Monthly Account of Returns becomes of no uſe whatſoever.

Why wholly unneceſſary.

To point out how theſe Monthly Accounts are made up at the Out-Ports, would be to repeat nearly what has been ſaid on the ſubject of the Weekly Account, they being made up by the Storekeeper and Clerk of the Check, and entered and copied by the Agent in much the ſame way; the trouble attending each of them is very conſiderable; but the formation of the Monthly Account of Returns is particularly laborious, from the great number of Veſſels which ſo frequently land their empty caſks and other unſerviceable articles at each Out-Port.

Saving of trouble by diſcontinuing them.

Theſe Accounts therefore could not fail to have increaſed the difficulty, and greatly to retard the making up of the quarterly Office-books; and it is now admitted, even by all the officers of the Victualling Service whoſe opinions we have received on the ſubject, that if the quarterly books come up within reaſonable time, not one of the monthly Accounts is of any uſe whatever.

Bad conſequence of their beingcontinued.

But of all the Accounts which are tranſmitted, the moſt laborious and troubleſome is a quarterly Statement of the Iſſues to each Purſer, or other perſon charged with proviſions for any of Your Majeſty's Ships and Veſſels, called a "Purſer's Charge," which is a paper containing the individual ſupplies in each quarter, with the reſpective dates thereof; and this is ſent to the Victualling Office, where a Ledger Account is opened againſt each Purſer; in which, however, it is curious to obſerve that only the total quantities of the before-mentioned charges are poſted, which it is clear may as well be done from the Storekeeper's quarterly Account, which alſo contains the total quantities iſſued to each Purſer; and therefore theſe Purſers charges, which are attended with ſo much trouble in making out, are in our opinion totally unneceſſary. The only uſe profeſſed to be made of them, is, that a Purſer may occaſionally not admit his having received ſo great a quantity of Stores as the Office Ledger ſtates againſt him, when reference is made to the charge to find the date of the particular item which is diſputed; but as this evidently cannot ſet the matter at reſt without the production of the Purſer's receipt, which remains in the poſſeſſion of the Storekeeper, in ſupport of that item, he is in theſe caſes always written to to ſend it up, and as theſe receipts being of no uſe at the Port, and very ſeldom called for, are not taken much care of, and are frequently loſt or miſlaid, if the receipt which may be called for cannot be produced the matter muſt remain for ever undecided. It appears to us therefore that the object of a charge would be much better attained if the quarterly Account were accompanied with all the Purſer's original receipts numbered progreſſively in ſeparate parcels, ſo that each parcel ſhould contain receipts from a Purſer, comprehending the total quantity of Stores ſtated in the quarterly book to have been ſupplied to him; as, in fact, this is the real evidence of the Proviſions and Stores charged againſt the ſeveral Purſers, &c. having been iſſued to them.

The Purſers charge is the moſt troubleſome and leaſt uſeful of any.

Meaning of Purſer's Charge.

This meaſure, it is indeed now admitted, will entirely ſuperſede the uſe of any Purſer's Charges being tranſmitted; and thus the great trouble and labour occaſioned in making up thoſe Accounts will be ſaved, and the Victualling Office in town will be put in poſſeſſion of all the original receipts, inſtead of having, as at preſent, only copies of the items contained in thoſe vouchers, tranſcribed into the charges before-mentioned.

It is matter of regret, however, that ſo much trouble ſhould have been taken in the formation of thoſe documents beyond what would have been ſufficient for that purpoſe, even if they had been indiſpenſably requiſite; but, having ſhewn that they are wholly unneceſſary, no advantage would reſult from our giving a deſcription of the labour that has been waſted.

2dly. Accounts forming Checks, which relate to the Charge and Diſcharge of the Storekeepers, and other Store Accountants of the Victualling Yards.

Accounts of Check on Storekeepers.

Theſe Accounts are rendered every quarter, and are termed "The Quarter "Books" or "Quarterly Accounts."

They conſiſt of a detail of all Receipts and Iſſues of Stores, under diſtinct heads, ſhewing the date of each Receipt and Iſſue, and the names, &c. of the perſons delivering ſtores to, or receiving them from the Storekeeper, in the courſe of the quarter; excepting the iſſues to ſhips, which, from the immenſe number of ſupplies, could not be

Meaning of the Quarterly Account.

be detailed without occaſioning great unneceſſary trouble at the office in town, in making a ſelection of the particular quantities furniſhed to each Purſer; the total quantity therefore ſupplied to each, only is inſerted. From the nature of this immenſe Account, and the preſent manner of keeping the books, it is not begun to be made up till ſome conſiderable time after the quarter has expired, and is ſubject to frequent interruptions from the current buſineſs.

Clerk of the Brewhouſe's Quarterly Account.

A ſimilar Account is made up by the Storekeeper's Clerk at the Brewhouſe, notwithſtanding all the particulars thereof are of neceſſity included in the Storekeeper's Account.

Maſter Cooper's D°

The Maſter Cooper alſo makes up a ſimilar Account, containing the ſame details reſpecting the Stores in his department.

Clerk of the Check's D°.

Each of theſe three Accounts, when completed, is ſent to the Clerk of the Check to be examined; for which purpoſe, that Officer not only keeps original Accounts of Receipts and Iſſues in the ſame manner as the Storekeeper does (which is very proper) but he alſo poſts the items contained in thoſe original books into fair books; in addition to which, the preſent Syſtem preſcribes that the Clerk of the Check ſhould keep a Quarterly Book, containing counterparts of thoſe kept by the Storekeeper and Maſter Cooper; but this part of the Syſtem has only been followed up at Portſmouth: at the other Ports, therefore, the examination is made with the fair books.

When each Account has been examined by this Officer, it is ſent back to the perſon by whom it was made up, who thereupon tranſcribes a fair copy, to which he makes and affixes an affidavit of the correctneſs thereof, and then tranſmits it to the Agent's Office; where each of the three fair Quarterly Accounts is examined alſo, and ſigned by the Agent, Clerk of the Check, Storekeeper and Maſter Cooper. The Agent in the mean time, from the ſeveral monthly Accounts, bills of lading, Contractor's certificates, Purſers charges, &c. (which, as already mentioned, are furniſhed him by the Storekeeper and Maſter Cooper from time to time, in the courſe of the quarter, for being copied and tranſmitted to the Board) had been preparing one great quarterly Account in the ſame form as the reſt, but comprehending all other accounts, of which he makes a fair copy for the Board; and when this is examined, as above ſtated, by each of the three Accounts made up by the other Officers, and ſigned by the Agent, and each of them, the Agent ſwears to the correctneſs thereof, the ſame as if the information originated with himſelf; he then tranſmits not only his own fair copy, but the three originals received from the Storekeeper, Clerk of the Brewhouſe, and Maſter Cooper.

It may be proper alſo to purſue this Account one ſtage further; and to remark that, after the Agent's Account has been compared at the Victualling Office with the Certificates upon which the Contractors have been paid for Stores delivered by them, with the Bills of Lading of Stores ſent from one Out-port to another, and with ſuch other Documents as the Victualling Office may be poſſeſſed of (for there are no vouchers whatever in ſupport of the iſſues to, or returns from ſhips, which are by far the greater part of the Account) notwithſtanding the Account may be found correct as far as it can be aſcertained by this examination, it is uſual to proceed afterwards in the ſame way, to compare, check and examine the three Quarterly Accounts rendered by the other Officers, which were framed from the ſame materials as thoſe from which the Agent's copy was made, as if any advantage could poſſibly ariſe from examining the Accounts of the Storekeeper, the Clerk at the Brewhouſe, and the Maſter Cooper, after the Agent's Account had been examined and found correct, which was framed from the documents furniſhed by the Storekeeper and Maſter Cooper.

Singular manner in which theſe Accounts are examined at the Victualling Office.

The credit which the Storekeeper claims for ſuch Stores as are not iſſued on any particular ſervice, but expended at the Port, or loſt in any way (ſuch as waſteleakage, and ſhrinkage of Stores; loſs ſuſtained by vermin; expenditure in converſion, &c.) is not detailed, but the total on each head is entered in the credit ſide of the Quarterly Account. The effect of this omiſſion will be briefly noticed hereafter, but in the mean time we have to obſerve, that each of theſe totals, uſually ſixteen in number, beſides being entered as before-mentioned, is accompanied by a formal Certificate, ſigned by the three Officers concerned; viz. Agent, Storekeeper, and Clerk of the Check, verifying that the ſaid total is the true ſtatement; but as the ſame three Officers ſign the Account containing theſe totals, and as it is ſworn to by two of them, viz. the Storekeeper and Agent, it is difficult to perceive what additional validity is given to the Account by ſixteen Certificates ſigned by the ſame individuals.

It

It would be impracticable, conſiſtently with a proper regard to brevity, to give a deſcription either of all the particulars in which the Quarterly Accounts in queſtion appear to us to be objectionable, or of the means we have taken in framing the propoſed inſtructions to remedy thoſe defects. It will however, we believe, be ſufficiently obvious from what we have ſaid, that they are unneceſſarily voluminous.

Reaſons why by far the greater part of theſe Accounts is uſeleſs.

As at Portſmouth and Plymouth the Storekeeper's Accounts include all the items in the Accounts made up by the Clerks at the Brewhouſe, it is evident that there can be no neceſſity for thoſe Clerks to render complete ſets of Accounts, diſtinct from the Storekeeper; ſtill leſs neceſſary muſt it be then, that the tranſactions contained in the Accounts of the Clerks at the Brewhouſe ſhould be again copied in the Agent's office; and the Maſter Cooper's Accounts being alſo copied in the Agent's office, it is apparent that two ſets of the Accounts, relating to the whole eſtabliſhment, come before the Victualling Board; and in addition thereto, a third Account is tranſmitted of ſuch articles as relate to the Brewhouſe.

The Clerk of the Check's fair Receipt and Iſſue-books, and alſo his Quarterly Book, may be entirely diſcontinued, without in any degree leſſening the check.

As the Clerk of the Check and Storekeeper have each of them a Clerk preſent at the receipt and iſſue of all deſcriptions of Stores, who takes a ſeparate account thereof in an original book, it is evident that the Storekeeper's original book muſt contain exactly the ſame particulars as that kept by the Clerk of the Check, and that both are equally authentic. We propoſe then that the Storekeeper ſhall from his original book tranſcribe all Vouchers to be given to Contractors, &c. for Stores received, as well as thoſe to be required from Purſers and others for Stores iſſued; which Vouchers are to be ſent, immediately after being ſo tranſcribed, to the Clerk of the Check for examination, and if the Vouchers ſhall be found to be exact copies of the entries in his original book, which they muſt be if the Storekeeper has copied them exactly from his original book, they are to be atteſted to be ſo by the Clerk of the Check, and directly lodged in the Agent's office, where they will remain until the end of the quarter.

We further propoſe that the Storekeeper ſhould alſo, from his original book, poſt the ſeveral tranſactions recorded therein, into his fair books; from which fair books, the quarterly Account to be tranſmitted to the Board is to be taken; and of which indeed it will be nearly a literal copy.

As almoſt every ſingle item in this Quarterly Account will be accompanied by a voucher in ſupport of it, we conceive that it will be completely checked, ſo far as the teſtimony of the Clerk of the Check goes, by its being made to go through the proceſs already mentioned: for after the vouchers, atteſted as aforeſaid, have come to the Agent's hands to be by him compared, each with its correſponding entry in the Quarterly Account preſented to him by the Storekeeper at the end of the quarter, it is ſcarcely poſſible that any erroneous ſtatement, either in the Voucher or Account, can paſs unnoticed;—in the Voucher, becauſe the Clerk of the Check would, on comparing it with his original book, diſcover a difference between the two; and, in the Quarterly Account, becauſe the Agent would perceive that it did not agree with the Voucher, certified by the Clerk of the Check to be correct: and in either caſe the ſtatement would be rejected.

Checks will be much more effectual by thus rendering them fewer and more ſimple.

This proceſs then affording as complete a controul on the part of the Clerk of the Check, over both the Voucher made out by the Storekeeper and his Quarterly Account, as can be wiſhed for, and this controul being obtained by means of the Clerk of the Check's original book alone, it unqueſtionably follows, that all the ſubſequent labour now employed in making fair books and accounts of every deſcription, as well ſimilar to thoſe made up by the Storekeeper, as thoſe made up by the Maſter Cooper, is of no uſe whatever; and this labour is not only three times as much as is neceſſary to attain the end in view, but we have reaſon to ſuppoſe that it forms one-third of the whole duty of his office.

By theſe means the Clerk of the Check will be relieved of one-third of his preſent Duty.

The ſaving of unneceſſary Accountantſhip will not, however, be confined to the offices of the Storekeeper and Clerk of the Check; in the Agent's office alſo, a more conſiderable ſaving will be obtained, for we recommend that no Accounts whatever ſhould be kept by him. We have already ſufficiently ſhewn, that at preſent he has no original documents whatever from which he can make up an account, but that in every caſe he receives the original Papers from the Storekeeper and Maſter Cooper, of which his Accounts are mere copies.

Agent relieved from keeping any Accounts.

Moreover, the nature of the truſt which ought to be repoſed in an Agent Victualler requires an active vigilant Officer, the correſpondent and organ of the Board, whoſe duty it ſhould be to ſuperintend every branch of the Eſtabliſhment, and ſee that the

What the Duty of an Agent Victualler ſhould be.

perſons entruſted with the immediate management thereof are faithful to their charge; that the Stores received are in all reſpects fitting for Your Majeſty's Service; that they are ſafely houſed and taken care of; that the Artificers and Labourers are diligent in their ſeveral departments; that order and economy are preſerved in the manufacture and converſion of Stores; that the Iſſues thereof are regular and expeditious; but, above all, that the Accounts are regularly kept up and faithfully rendered by the reſpective Officers, and moſt minutely inſpected by himſelf, who, having a perſonal knowledge of the tranſactions of the port, and being on the ſpot, can be beſt able to detect error and fraud.

But, inſtead of performing theſe duties, nearly the whole time of the Agent and his Clerks is engroſſed in making out Accounts, moſt of them mere copies of thoſe kept by the other Officers. Inſtead of making the Agent an Auditor of the Accounts, he is himſelf looked upon as the Public Accountant; and, what may be reckoned a great inconſiſtency, he is obliged to ſwear to the truth of Accounts rendered by other Officers, the ſame as if the ſtatements had originated with himſelf.

Theſe were the reaſons which induced us to think it right that the Agent ſhould be relieved from making out Accounts of every deſcription; by which he will be enabled effectually to controul thoſe of the other Officers, and to ſuperintend the various duties we have impoſed on him by the Inſtructions we have prepared.

We have thus given a deſcription of many of the principal points performed under the exiſting ſyſtem of keeping and rendering the Accounts of Proviſions, &c. appertaining to Your Majeſty's Victualling Service, occaſioning much uſeleſs labour and accountantſhip; but though we truſt we have given a ſufficient number of examples to ſhew clearly the grounds on which we have formed that opinion, yet we deem it proper further to ſtate, that we have not by any means entered into a deſcription of all the particulars of unneceſſary duty performed under the preſent ſyſtem, conſidering that a frequent repetition of the ſame courſe of argument, varied only in its application to the numerous inſtances of uſeleſs trouble, which in the courſe of a very laborious inveſtigation have come under our obſervation, would ſerve only to ſwell the ſize of our Report without producing any adequate advantage: for this reaſon we have omitted to deſcribe the numerous uſeleſs Forms and Accounts kept relating to the ſupply of proviſions to Your Majeſty's ſhips in ordinary—a branch of duty which we found involved in much unneceſſary perplexity. We have alſo forborne to detail the inutility of ſeparate quarterly Accounts being ſent up, diſtinct from the general quarterly Accounts, ſtating the loſs of wine, &c. by leakage, evaporation, or owing to other contingent circumſtances, to which thoſe articles are liable; as well as the quarterly Account of Stores iſſued to and returned from tranſports; and many others, which it is not neceſſary to enumerate.

Reaſons for not mentioning more inſtances of uſeleſs Accounts under this head.

SECOND HEAD.

Under this Head we propoſe to ſhew, that—

Notwithſtanding the Books, Accounts and Returns are unneceſſarily multiplied, yet that they are in many caſes very defective of neceſſary information, ſo much ſo, that the quarterly Returns made to the Victualling Board (which are the documents by which the Store Accountants are charged and diſcharged of Public Stores) do not afford the means of judging of the propriety of the expenditure of Stores of various deſcriptions;—that, in a few inſtances, the entries are mere paper ſtatements, formed from probable calculation, but not from fact;—that, in ſome caſes alſo, entries are made of tranſactions which are known never to have taken place, and are therefore altogether fictitious;—and that the receipt and expenditure of many deſcriptions of Stores are made no mention of whatever.

Want of uſeful information and real check.

Fictitious Statements and Omiſſions.

It will not be neceſſary to give more than one example of each of the different deſcriptions of defects alluded to under this Head.

The article of Staves ſupplied to the ſeveral Maſter Coopers to be made into caſks, is one of great conſumption in the Victualling Yards.

The coſt of them, on an average of the laſt three years, was £. 107,353 per annum; but though the Victualling Board it is true can aſcertain, by the payments which are made to Contractors for the quantity delivered by them, what quantity is ſupplied to each Maſter Cooper; and can alſo tell, by the quarterly Account of each Maſter Cooper, what number of caſks are iſſued by him on the Public Service; yet that

that Board is not furniſhed with any account, or poſſeſſed of any other means, by which they can form an opinion whether the quantity of caſks ſo iſſued be or be not the whole return, which, by a judicious and faithful converſion, ought to have been produced from the Staves delivered into his poſſeſſion. Information wanting as to the converſion of Staves.

In the Maſter Cooper's account, alſo, ſo far from the true quantity of ſtaves which form the balance againſt him at the end of the quarter, being ſtated, the principle on which the balance is calculated is ſo very erroneous, that it appears from documents furniſhed to us by the Victualling Board, that in the courſe of the years 1803 and 1804, the Maſter Cooper of Plymouth, after debiting himſelf according to eſtabliſhed practice with the ſtaves he had received, and crediting himſelf with what he had iſſued, found a ſurplus of no leſs than 4,184 tuns of caſks in ſtore, ſo much did the produce of his converſions exceed what, by the exiſting regulations, he was required to charge himſelf with; and if the Maſter Cooper had not been an honeſt man, and could have found means to embezzle the ſtores in queſtion, his account would, nevertheleſs, have appeared perfectly correct and proper at the Victualling Office. Erroneous mode of keeping the Accounts relating to Staves.

In the ſame period the Maſter Cooper at Portſmouth found himſelf deficient of what he thought remained in ſtore, by 1,704 tuns, which he imputed to a loſs in converſion.

Theſe contradictory ſtatements ſeemed unaccountable; but, when two of the Members of the Victualling Board proceeded to Portſmouth and Plymouth, to compare the remains at Midſummer 1805, in charge of each of the Maſter Coopers at thoſe places, they found, that the Maſter Cooper at Portſmouth had in his charge 3,583 tuns more than he had debited himſelf with, or knew of, and the Officer at Plymouth a ſurplus of 23 tuns.

The ſurplus at Portſmouth had rapidly accumulated; for, at the ſurvey which had been taken about 20 months before, the Maſter Cooper was found to have 398 tuns of caſks leſs than he had ſtated.

The cauſe of the ſurplus being at the laſt ſurvey ſo much greater at Portſmouth than what it was found to be at Plymouth, (at the former place 3,583 tuns, and at the latter only 23 tuns) was owing to the Maſter Cooper at Plymouth having diſcovered, and charged himſelf with a ſurplus every quarter, and conſequently the 23 tuns were the overplus of one quarter only. Whereas the Maſter Cooper at Portſmouth, not having done ſo, the 3,583 tuns were what had accumulated in 20 months; the mode of ſtating the Accounts being equally incorrect at both places.

But notwithſtanding the continual diſcoveries of theſe deficiencies and exceſſes, to ſo great an extent, no means have been taken to provide a remedy; the ſame ſyſtem of error has gone on, and is ſtill in exiſtence.

We ſhall, therefore, in order to give a clear view of the cauſe of the errors we have mentioned, proceed to explain the preſent ſyſtem by which a Maſter Cooper charges and diſcharges himſelf of caſks and ſtaves; for example, if twelve caſks, of the deſcription of hogſheads, be delivered to a Maſter Cooper, he does not charge himſelf with twelve hogſheads in his Accounts, which would be according to the real fact, but, becauſe twelve hogſheads when full of beer or other liquid contain a meaſure of three tuns, the Maſter Cooper charges himſelf with three tuns of caſks, inſtead of twelve hogſheads.

The ſame rule is followed in the receipt and iſſue of all other deſcriptions of caſks—thus, becauſe four leagers—ſix butts—nine puncheons—eighteen barrels—or twenty-four half hogſheads—contain three tuns in meaſure, it is the practice, when any quantity of caſks of theſe deſcriptions are received or iſſued, to enter them in the books in tunnage, agreeably to the before-mentioned proportion, inſtead of the exact number and ſpecies of caſks actually received or iſſued.

But had theſe calculations gone no further, perhaps the inaccuracies of the Account might not have been of very great extent, and no material inconvenience would have been ſuſtained, other than the obvious abſurdity and confuſion of caſting up and finding a fictitious quantity, when the quantity, according to the true denomination, might have been inſerted with leſs trouble.

But however extraordinary it may ſeem, the practice is to account for ſtaves alſo by tunnage; that is, by the tuns of liquid meaſure which the caſks, into which a given number of new ſtaves may be made, are ſuppoſed to contain: and this is the great cauſe of the evil.

Thus, becauſe each caſk is ſuppoſed to conſiſt of a certain number of ſtaves (a butt, for example, 26 ſtaves, according to which calculation, 156 ſtaves will make ſix butts which ſix butts will contain three tuns liquid meaſure) it is the practice, if that number

of

of ſtaves is received, to ſet down in the Account three tuns of ſtaves, in place of 156 ſtaves of any particular ſpecies. On this principle, whenever the Maſter Cooper receives a quantity of ſtaves, of any one or ſeveral different ſpecies, the total number is divided by 52 (becauſe 52 ſtaves are ſuppoſed capable of making two butts, which will contain a tun) and he charges himſelf with the quotient ariſing in ſuch diviſion, as ſo many tuns of ſtaves. When theſe are worked up into ſuch caſks of different ſizes as they are ſeverally fit for, the caſks, on being iſſued, are thrown in the manner before deſcribed into tunnage; and the tunnage of caſks *iſſued*, is ſet off againſt the tunnage of ſtaves *received*. In this way, therefore, the Maſter Cooper's Quarterly Account is balanced; but that it ſhould not be a true balance is by no means ſurprizing, when it is conſidered that any large cylindrical or cubic body occupies much leſs ſurface when entire, than when broken into ſeveral ſmaller cylinders or cubes; on this principle, practically applied, every Cooper knows that a tun of butt caſks may be made from conſiderably leſs than two-thirds of the quantity of wood, which would be conſumed in making a tun of hogſhead caſks; indeed, the Maſter Cooper at Deptford ſtates, that though 300 tuns of butts may be made from 7,800 ſtaves, yet, that in making 300 tuns of hogſheads, no leſs than 13,200 ſtaves would be conſumed; which is not very far ſhort of double the number of ſtaves uſed in making the ſame quantity of butts in tunnage.

Conſequently, when a Maſter Cooper has charged himſelf, for example, with the tunnage of the number of raw ſtaves which are known to be ſufficient to make 1,200 hogſhead caſks, and which will be a debit of 300 tuns of ſtaves, if he actually work the ſtaves up into hogſheads only, he will probably make nearly 1,200 hogſheads, which are alſo 300 tuns, and thus the tunnage of the hogſheads made will, when iſſued, and taken credit for, perhaps nearly agree with the tunnage of the ſtaves received and charged. But if, inſtead of working them into hogſheads, he converts the ſtaves into leagers, butts, and puncheons, he will infallibly produce much more than 300 tuns, and thus create a ſurplus on his Accounts, and *vice verſâ*.

The calculation of ſtaves and caſks, by tunnage, is therefore one of the moſt erroneous principles that could have been conceived.

Cauſes of the Surplus and deficiency in the Accounts of Staves.

Imperfect, however, as this ſyſtem of accounting for caſks and ſtaves could not fail to be at any time, yet the evils before pointed out, are not wholly to be imputed to it, as another circumſtance tended greatly to augment the perplexity which is interwoven throughout the Cooperage Accounts.

Formerly, it was the practice to hew the rough ſtaves with an adze or axe into the deſired dimenſions; and while that method prevailed, every 52 ſtaves which were delivered into the charge of the Maſter Cooper could, if made into butts, make no more than two: but when the invention of ſawing ſtaves into ſcantlings of various forms, inſtead of hewing them, came into practice, there was far greater ſcope for ingenuity in adapting the different ſtaves to the moſt economical converſions, and the people abroad, who prepared the ſtaves in the raw ſtate, inſtead of ſhaping them of a thin and convenient form, ſo that each ſtave might produce one ſcantling, fell gradually into the habit of exporting them of a more ſubſtantial form, ſo that now a ſtave will produce two or more ſcantlings.

The concurrence therefore of thoſe circumſtances has nearly doubled the produce of the raw material. But yet, notwithſtanding thoſe great changes ſince the mode in which the Officers are accuſtomed to charge themſelves at the rate of 52 ſtaves to a tun, was firſt eſtabliſhed, it has ever ſince been ſuffered to continue, without being varied according to the alteration of circumſtances.

Thus, if a Purſer of a ſhip return into ſtore 52 old butt ſtaves, the number contained in two manufactured butts, or if a Contractor deliver in 52 Crown Dantzic pipe ſtaves in a *raw* ſtate, the Maſter Cooper in both caſes charges himſelf with no more than one tun, although all the Maſter Coopers acknowledge that 52 raw pipe ſtaves, of the quality now ſupplied, will produce two tuns of butts.

It is perhaps too obvious to remark that, while Accounts are kept on ſuch erroneous principles, the Public Stores muſt neceſſarily be expoſed to embezzlement and abuſes of various deſcriptions; the Officers themſelves even cannot aſcertain by their books what quantities of ſtores are really in their charge; and the inſtance of the embezzlement of caſks practiſed at Plymouth without the Maſter Cooper's knowledge, which is fully detailed in the Eighth Report of the Commiſſioners of Naval Enquiry, ſerves to ſhew to what an extent the Public may be injured without the means of detection.

Remedy.

The natural remedy to be applied is to diſcontinue the erroneous principle of computing the quantities of caſks and ſtaves by tunnage, and to ſubſtitute their true quantities and denomination.

But

But though this remedy will be ſufficient, as far as reſpects the Accounts of Cooperage Stores in the Victualling Yards, yet, as ſome inconvenience and incorrectneſs may prevail in the mode of charging and diſcharging Purſers of ſhips of caſks and ſtaves, a change is alſo neceſſary with reſpect to their Accounts. At preſent, the caſks containing proviſions, when iſſued to Purſers, are charged by tunnage; and the ſtaves produced from theſe caſks, when ſhaken (to uſe the technical term, meaning unhooping the caſks and taking them to pieces when empty) are ſtated in tunnage alſo; ſo that the charge of caſks and the diſcharge by ſtaves being both made by tunnage, the account is ſuppoſed to be truly balanced.

Change in the mode of keeping Purſers Accounts of Staves ſuggeſted.

We therefore think it would be a much more ſimple and effectual mode for the Victualling Board, after taking the opinions of all their Maſter Coopers, to form a table of the number of ſtaves and pieces of heading of which a caſk of each deſcription uſually conſiſts; by which, on the examination of a Purſer's Accounts, it will be readily aſcertained whether the quantities of ſtaves and heading, for which he claims credit, correſpond with the quantities of caſks, of which he is deficient.

The mode in which the Maſter Coopers at the Out-Ports charge and diſcharge themſelves with iron hoops is not more accurate; but having entered ſo fully into an explanation of the erroneous principle by which the quantity of ſtaves and caſks is calculated, we do not conſider it neceſſary to give any more examples of irregularities of this nature.

Reſpecting the mode of keeping the Accounts relating to Iron Hoops.

An inſtance of the Quarterly Accounts containing mere paper ſtatements, formed from probable calculation, but not from fact, may be adduced in the article of Coals, the coſts of which, on an average of the laſt three years, was £. 8,082. per annum.

Erroneous mode of ſtating the conſumption of Coals.

When Coals are received from Contractors, the quantity is ſtated in the Quarterly Account, but no account is either kept or rendered of the immenſe expenditure of this article at each eſtabliſhment, ſo as to compare the expence of coals in each manufactory, office, or other department, with the ſervices going on therein; hence it is evidently impoſſible to ſtate the quantity on hand at the end of any quarter. But as the Storekeeper's debit is compoſed of coals received, and a credit is neceſſary to balance that debit, this eſſential information is ſupplied by fiction.

An imaginary ſtatement is rendered, in one part of the Quarterly Account, of the quantity of coals ſuppoſed to be daily expended at the Brewhouſe; and this is made up by reckoning that, for a certain quantity of malt brewed a certain proportion of coals will be neceſſary; this eſtimated proportion is then brought to the Storekeeper's credit, as the true conſumption of the Brewhouſe in the article of coals.

Another item is formed of the groſs quantity ſuppoſed to be expended in carrying on the duties of the Cooperage in the various Offices, in the Mills, and ſeveral other ſervices; and theſe two items of expenditure of coals at the Brewhouſe and Cooperage, &c. are ſtatements not merely uncertain, but actually known to be always wrong, and conſequently no means are afforded of judging of the propriety thereof.

We will now give a deſcription of fictitious entries of tranſactions that in reality never take place.

In order to the examination and paſſing of a Purſer's Accounts at the Victualling Office in town, they are cloſed on various occaſions, as, on his being removed from his ſhip, or at certain intervals while he may remain in any ſhip, when a ſhip is paid off, and at his death. On each occaſion, a ſurvey of his remaining ſtores is indiſpenſable, that the quantity may be accurately carried to a new account with himſelf or his ſucceſſor, as the caſe may be.

Surveys of Purſers remains.

On all theſe occaſions the ſurvey is taken by the rules of the Service, by three Purſers of other ſhips, except in the ſingle caſe when a Purſer cloſes his Accounts, when the ſhip is at ſome port at home where there is a Victualling Eſtabliſhment, and on this occaſion only the ſurvey is not taken by three Purſers, but by two Clerks ſent afloat from the Victualling Office, for which they are each paid an extra allowance.

The only object of taking a ſurvey being to furniſh the Victualling Board with a Certificate of the quantity of Stores remaining, it does not ſeem neceſſary that the Victualling Office Clerks ſhould be ſent on this duty in one caſe, when, in all others, the ſame object is attained by the ſurvey of three Purſers, which would create no interruption to the buſineſs of the Victualling department, and make any extra allowance to the Clerks unneceſſary.

What, however, we principally object to is, that, owing probably to the circumſtance of Clerks from the Victualling Yard being employed on this ſervice, an abſurd

Fictitious mode of ſtating the Receipts and Iſſues of Stores when a Purſer's Account is cloſed on Survey.

practice has been introduced of ſtating this tranſaction in a fictitious ſhape in the Quarterly Accounts.

When the Clerks at any Port take an account of Victualling Stores remaining in a Purſer's charge, ſuch account is not immediately ſent to the Victualling Board as in other caſes, but an imaginary tranſaction is ſuppoſed to be had with the Port.

The Storekeeper is ſuppoſed to cloſe the Purſer's Accounts; the Purſer is ſuppoſed to have returned the Stores remaining on board; and the Storekeeper is ſuppoſed to have iſſued them again to the Purſer; and theſe ideal Receipts and Iſſues are as regularly brought forward into all the Quarterly Accounts, as if they had actually taken place, and are intermixed with other entries of real Receipts and Iſſues.

Fictitious mode of ſtating the Iſſues of Stores to Ships in ordinary.

Another inſtance of fiction may be exemplified in the mode of ſtating the iſſues of Proviſions to Your Majeſty's Ships in ordinary.

The Seamen employed in Ships laid up in Ordinary are not victualled in advance, like thoſe in Ships in commiſſion, the Proviſions for each month not being ſupplied until the expiration thereof, and, inſtead of bringing theſe iſſues to account in the month in which they are actually made, it is uſual to bring them to account in the month previous thereto; that is, Proviſions iſſued in the month of October, are ſtated in the Quarterly Accounts to have been iſſued in September, the month for which the Proviſions were due to the Men.

The conſequence of this practice is, that by taking credit in Michaelmas quarter, for inſtance, for Proviſions not iſſued until Chriſtmas quarter, the actual balance of remains in ſtore, at the termination of Michaelmas quarter, is greater than it is ſtated to be in the Quarterly Account: and, before the Storekeeper can make up his Accounts for any quarter, he muſt wait, notwithſtanding the quarter is ended, until the occurrence which he means to include in that quarter's Accounts takes place: whereas it will appear by the ſubſequent inſtructions on that ſubject, that the object in view, which is to ſhew that no more is iſſued in the quarter to the Ships in ordinary than the Men are entitled to will be in all reſpects gained, and the Account rendered correct, by ſtating the iſſues to the ordinary in the Accounts of the identical quarter in which the tranſaction takes place.

Many deſcriptions of Stores omitted altogether to be ſtated in any Accounts.

But though there are in the Quarterly Accounts, as has been ſhewn, ſome Statements unſatisfactory, ſome that are formed on probable Eſtimates only, and others that are wholly fictitious, yet we have alſo found that there are very many ſpecies of Stores which are neither included in the Quarterly Account, nor in any other; and the only knowledge which the Victualling Board has of them goes no further than to learn that they are paid for, which is ſignified to them by the bills of the Trades-people by whom the articles are ſupplied; the due appropriation of them to the Public Service being altogether unknown.

Appendix, N° 77.

Of this deſcription are candles, ſalt, oil, and between two and three hundred other ſpecies of Stores, enumerated in the Abſtract thereof inſerted in the Appendix, all of which are received and expended in various quantities, and for different purpoſes, in ſome one or other of the eſtabliſhments, every quarter.

It is true that moſt of theſe Stores are not of great amount, comparatively with the others received and iſſued at the Victualling Yards; but though the value of the individual iſſues may be ſmall, yet, in the aggregate, it is very conſiderable.

THIRD HEAD.

Under this Head we ſhall ſtate, the

Diſadvantages of the Maſter Cooper being Storekeeper for his department.

Diſadvantages which reſult from the Maſter Cooper being an independent Storekeeper for his department, and the advantages which will ariſe from transferring that part of the duty of the Maſter Cooper, which conſiſts in his being a Store Accountant, over to the Storekeeper.

Why the Maſter Workmen ſhould be reſponſible for the Stores in their charge for Converſion.

We ſhall likewiſe, under this Head, ſtate the circumſtances and reaſons which make it right to relieve the Storekeeper of the charge of ſuch Stores as are iſſued to the Maſter Workmen for the purpoſe of being converted for uſe, and to make thoſe Maſter Workmen reſponſible for their care while in their poſſeſſion.

Duties of the Maſter Cooper.

The duties of the Maſter Cooper of the Victualling Yard are of two deſcriptions; thoſe which relate to his profeſſion as a Maſter Workman, or Artificer; and thoſe which relate to his duty as a Storekeeper.

His

His duties, as a Maſter Workman, may be ſtated to conſiſt in his ſuperintending the Artificers and Workmen in his department; in allotting new work to ſome, and repairs to others; in employing ſome by the piece, and others by the day, according to their reſpective abilities, and as may be moſt for the Public benefit; in ſeeing that the manufacture of caſks is properly conducted; that the works are expedited according to the urgency of the Service; that order and ſobriety be obſerved throughout the great body of Workmen under his ſuperintendence; that every Man is preſent at his work, and induſtrious in the execution of it; and (which is a very material part of his duty) that the utmoſt economy be obſerved in the converſion of ſtaves; and finally, to take faithful Accounts of the quantity of work performed by each Artificer on taſk work, in order that the Statements, formed by the Clerk of the Check, of the wages due to each Individual, may be thereby aſcertained to be correct. Thoſe which relate to his Duty as a Maſter Workman.

The Maſter Cooper's duty, as a Storekeeper, may be ſtated to conſiſt in receiving Cooperage Stores from Contractors, and granting them receipts to enable them to obtain payment for the ſame; in ſupplying Cooperage Stores to Your Majeſty's ſhips, and taking receipts from the parties to whom they are iſſued; in receiving Stores, both ſerviceable and unſerviceable, back from ſhips; in attending the ſale of condemned Stores, and delivering over the lots ſold to the purchaſers; and finally, in keeping and rendering the neceſſary Books, Accounts, and Returns relating to thoſe ſervices, and carrying on the requiſite correſpondence connected therewith. Thoſe which relate to his Duty as a Storekeeper.

What we propoſe is, that the Maſter Cooper ſhall be relieved of the duties which he has now to execute as an independent Storekeeper, and that his attention be confined to thoſe which relate to his profeſſion as a Maſter Workman. Maſter Cooper propoſed to be relieved of his Duties as a Storekeeper.

The foregoing ſtatements of the two deſcriptions of duties now performed by the Maſter Cooper might perhaps ſerve to render what we propoſe ſo obvious, as to preclude the neceſſity of entering very fully into the reaſons on which it is grounded; but nevertheleſs, as it is a ſubject of ſome conſequence, we deem it right to ſtate a few of the leading circumſtances which have induced us to propoſe the meaſure.

The Accounts which the Maſter Coopers have to keep, by reaſon of their being independent Storekeepers, are not only intricate, but the extent of them is ſuch as to give employment to three or four Clerks; conſequently, if the Maſter Coopers pay the attention and beſtow the time neceſſary to keep and render thoſe Accounts in a proper manner, as well as carry on the correſpondence connected with them, it is obvious that the execution of thoſe duties muſt greatly interfere with their other duties of ſuperintending the numerous workmen employed in the Cooperage department; or if the latter duties be left chiefly to a Foreman, there would be little uſe in there being a Maſter Cooper at all; and though many truſt-worthy Men may be found well acquainted with the Cooperage buſineſs, as far as the ſkill of an artificer is concerned, and conſequently may be fully adequate to execute the profeſſional duty of a Maſter Cooper, yet it is more than probable that as an Accountant, a Maſter Cooper would not be found ſo well qualified as another perſon; but if, on the other hand, as ſtated to us by the Maſter Cooper at Portſmouth Yard, "the "Accounts are made out by Clerks appointed for that purpoſe, examined and "checked in the Check Office previous to his ſigning them, and that they take up "no more of the Maſter Cooper's time than is neceſſary to do this, and expedite "them through his office," the inutility in this caſe of his being a Store Accountant is fully apparent, for the Accountant's buſineſs comes to be wholly executed by his Clerks; he is only the Accountant by name, not in reality; he knows nothing more of the Accounts than that he has ſigned them. Reaſons for that meaſure.

As the other Maſter Workmen, ſuch as the Maſter Brewer, the Maſter Miller, and Maſter Baker, who have comparatively but few workmen to ſuperintend, are not independent Storekeepers in their departments, it ſeems to be evidently improper that the Maſter Cooper, who has ſo many more workmen to ſuperintend, ſhould have his time and attention occupied in attending the receipt and iſſue of Stores, and in keeping intricate Accounts; and, to ſhew how much of his time is occupied in thoſe ſervices, we need only quote what the Maſter Cooper at Plymouth ſays in anſwer to our enquiries; viz. "The preſent mode of iſſuing caſks from the Cooperage to "ſhips of war, &c. is found productive of inconvenience."

"If the Maſter Cooper was relieved from the trouble of iſſuing to and receiving "Stores from ſhips, &c. and the conſequent attendance at all hours on the wharfs for "that purpoſe, he would be enabled to pay much more attention to the due and "ſpeedy execution of the works in the Cooperages, and to the propriety of conduct "in the workmen, as well as to economy in the converſion of Stores; whereas his "time is now chiefly occupied in the former ſervice."

But

Additional reasons why the Master Cooper should not be Storekeeper for his department.

But beſides thoſe which we have mentioned, there are other bad conſequences of greater importance, which reſult from the Maſter Cooper being a ſeparate Storekeeper for his department.

Owing to Your Majeſty's ſhips receiving their ſupplies of Victualling Stores partly from the Storekeeper, and partly from the Maſter Cooper, two ſets of Books and Accounts are neceſſarily kept, of the iſſues to each Purſer; and in like manner as the returns from ſhips are made partly to the Storekeeper, and partly to the Maſter Cooper, two ſets of Books and Accounts muſt be kept of the credit to which each Purſer is entitled.

Thus, though the Brewery and Cooperage at every Port are upon one ſpot, if the ſame lighter ſhould convey to a ſhip two caſks, one containing beer and the other water; the former caſk would be charged to the Purſer by the Storekeeper, and the latter caſk by the Maſter Cooper; further, thoſe caſks which are returned from ſhips containing unſerviceable proviſions, or delivered into the Storekeeper's charge, muſt be iſſued by him to the Maſter Cooper, to be cleanſed or repaired when ſuch proviſions are taken out, and thoſe caſks which are returned empty from ſhips, but in good condition, being delivered into the Maſter Cooper's charge, muſt be delivered over by him to the Storekeeper for again containing Stores; it is evident therefore that two more ſets of Accounts muſt be kept, one by the Storekeeper of his receipts and iſſues to and from the Maſter Cooper, and another ſet by the latter Officer, of his receipts from and iſſues to the Storekeeper.

The additional buſineſs, however, created by the Maſter Cooper being an independent Storekeeper is not confined to the Out-Ports.

It is manifeſt that, even after all the unneceſſary trouble now taken in keeping and making up the Books and Accounts ſhall have been corrected, and the intricacy and obſcurity with which they are now perplexed cleared away, ſtill the amount of the Accountantſhip which the Victualling Board muſt have with each Out-Port, where there are two Storekeepers, muſt be at leaſt double what it might be if there were only one.

By making the Storekeeper the Accountant for the whole of the Stores, as well thoſe for which he is now accountable, as thoſe for which the Maſter Cooper accounts, the Storekeeper's duty, ſo far from being thereby doubled, would hardly be increaſed: as, in place of its being neceſſary for him to keep a diſtinct ſet of Books and Accounts for the Cooperage, as the Maſter Cooper does at preſent, it would only be requiſite for him to add a few columns to his exiſting Accounts; and he would have much leſs accountantſhip with the other departments of the Eſtabliſhment.

Maſter Workmen not now reſponſible for Stores in their poſſeſſion for Converſion, but the Storekeeper.

Although we are of opinion, for the reaſons before ſtated, that it will be advantageous to Your Majeſty's ſervice that one perſon only ſhould render an Account to the Public from each Port, of all Stores of whatſoever nature, received at or iſſued from ſuch Port, yet we would not be underſtood to mean that this perſon ſhould be ſolely reſponſible for the preſervation of the whole of them while they remain at the Port; and in this reſpect alſo we think the preſent ſyſtem objectionable; for, though large quantities of Stores are actually in the poſſeſſion of the Maſter Workmen, during the proceſs of manufacturing them, that is to ſay, malt and hops, in the poſſeſſion of the Maſter Brewer; flour and biſcuit ſtuff in the poſſeſſion of the Maſter Baker, &c. &c. yet, ſo far from thoſe Officers being conſidered reſponſible for thoſe articles while in their poſſeſſion, they are conſidered to be in charge of the Storekeeper, or rather, indeed (owing to the doubts before noticed, reſpecting whether the Agent, or Storekeeper, be reſponſible for the Stores) it is not known in whoſe charge the Stores are really placed.

Though therefore we think it perfectly conſiſtent and proper that all Stores ſhould be received in the firſt inſtance by the Storekeeper, and paſs to his debit, and that all Stores iſſued for Your Majeſty's ſervice ſhould in like manner be ſupplied ſolely by him, and go to his credit; yet, as Stores are frequently iſſued in a different ſtate from that in which they are received, that is to ſay, articles received in a raw ſtate are iſſued in a converted ſtate; for example, the wheat or biſcuit ſtuff received being made into biſcuits, is iſſued as ſuch, and not as wheat, &c.; it is unreaſonable to make the Storekeeper anſwerable for any embezzlement or miſmanagement which may take place, while the articles are in poſſeſſion of thoſe to whom the charge of converting or manufacturing them is committed.

Storekeeper propoſed to be relieved from charge of Stores not in his poſſeſſion, and the

What we propoſe therefore is, to relieve the Storekeeper from the charge of ſuch raw ſtaves as are not at his diſpoſal, nor even in his poſſeſſion, and throw the reſponſibility for them on the Maſter Workmen in whoſe poſſeſſion the Stores actually are, and who are reſpectively entruſted with the converſion thereof; and on the other hand, to

relieve

relieve the Maſter Tradeſmen as much as poſſible from the duty of keeping Accounts, which we think foreign to their profeſſions, and to cauſe all Accountantſhip for Stores, to center in the Storekeeper's Office; and therefore it will be ſeen, in the inſtructions we have framed, that the only Accountantſhip required of theſe Tradeſmen is merely to fill up a clear and ſimple form, containing a Statement of Stores received from, and returned to the Storekeeper.

reſponſibility given to the Maſter Workmen, while in their poſſeſſion.

By this arrangement, the Maſter Cooper will be relieved from keeping the Store Accounts which he now renders, without leſſening his reſponſibility for the care and faithful converſion of the Stores entruſted to him; while at the ſame time the Storekeeper will have the whole buſineſs of Accounts placed with him, without the quantum of his charge being in any degree increaſed thereby; and it will moreover be clearly defined, in whoſe charge the ſeveral quantities of Stores are to be conſidered, under every poſſible circumſtance.

Advantage of this change of ſyſtem.

Further, by confining the Maſter Cooper's attention entirely to the converſion of Stores, in place of the greater part of his time being taken up on other ſervices, and by relieving him of the buſineſs of receiving and iſſuing Stores and taking Accounts of them, the Maſter Cooper will have no difficulty in keeping a plain ſtatement of the real ſpecies and true quantities of Stores delivered over by the Storekeeper into his charge, and of the exact number of ſtaves fit for being made into caſks of each ſize, which may from time to time be ſawn out of the rough ſtaves; and a ſtatement of what new caſks, or caſks made from old timber, he delivers over from time to time to the Storekeeper; each of theſe three ſtatements may be made with but little difficulty or trouble, and can eaſily be checked in all reſpects by one or other of the rough books kept by the Storekeeper and Clerk of the Check; and as, at the end of every quarter an exact Inventory will be taken of the quantity of raw materials, as well as converted Stores remaining in the Maſter Cooper's charge, by deducting the former from the quantity of raw ſtores which came into his poſſeſſion in the courſe of the quarter, and adding the latter to the quantity of caſks delivered by him to the Storekeeper within the ſame period, (in the manner exemplified in the form of a Maſter Cooper's Converſion Account, which we have prepared and inſerted in the Appendix) the reſult will ſhew the exact quantity of caſks of each ſize manufactured within the quarter; the number of ſawn ſcantlings of each ſize; and the quantity of other ſtores, hoops, &c. conſumed within the ſame period; and alſo the number of rough ſtaves ſawn up within the quarter, which was the information wanted. The Victualling Board, by comparing theſe Converſion Accounts of all the Maſter Coopers together, will have an opportunity of judging, whether the proportions which the raw materials bear to the produce as above-mentioned, be as nearly the ſame at all the Ports as can be expected; and whenever there appears a deficiency of produce, there will be ground for immediate enquiry on account of miſmanagement on the part of the Maſter Cooper; and wherever there appears a more beneficial produce the Maſter Cooper ſhould be encouraged, and his plans of Converſion adopted at the other Ports. The certainty of which enquiry and encouragement would, we think, inſure greater attention to economy in the Converſion of Stores, and vigilance on the part of a Maſter Cooper.

Appendix, N° 31.

As, however, it is no doubt always prudent to pay every degree of attention to the objections which may be raiſed to a propoſed change in an exiſting ſyſtem, we ſhall proceed to conſider the weight due to thoſe which may, perhaps, be urged againſt there being only one Storekeeper or Accountant for Stores, inſtead of two at the Out-Ports.

Objections to this change diſcuſſed and refuted.

It may be advanced that, either by reaſon of the Cooperage Premiſes being detached from the other Storehouſes, and conſequently part of the Stores being at one place and part at another; or that by reaſon of the magnitude of the quantity of Stores at any one of the Eſtabliſhments, the whole would not be taken ſufficient care of by one Storekeeper.

On this point, however, it is to be obſerved, that the Brewery both at Portſmouth and Plymouth is on the ſame ſpot as the Cooperage; that the Storekeeper has now one or more Clerks ſtationed at the Brewery to ſuperintend the receipt and iſſue of all Stores connected therewith; and that the Storekeeper or the Agent, which in this point of view amounts to the ſame, is not only conſidered reſponſible in the ſtricteſt ſenſe for the preſervation of all converted articles produced at the Brewery (which at Plymouth is the greateſt in Your Majeſty's ſervice) but for all the raw materials which are actually in the hands and at the diſpoſal of the Maſter Brewer under Converſion; ſo that any objection grounded on the Cooperages being detached, would apply with equal force to the Breweries; with reſpect to which, however, no inconve-

nience has been experienced; and ſo far from the quantity of Stores in charge of the Storekeeper being increaſed to too great a magnitude by the propoſed arrangement, it will, on the contrary, be leſſened, for there are no caſks either made or repaired by the Maſter Cooper, which, when fit for ſervice, are not now delivered by him to the Storekeeper for containing beer or ſome other ſpecies of proviſions, excepting water-caſks for Your Majeſty's ſhips, and which being ſtill to be provided by the Maſter Cooper, need not be taken out of his care until they are wanted for ſervice. When it is conſidered alſo that the Storekeeper will, by the new arrangement, be exonerated from the charge of the immenſe quantities of Stores that are from time to time depoſited in the granaries, the mills, the bakehouſe and the brewery; as well as freed from the charge of all the machinery, utenſils, and other articles of conſiderable magnitude neceſſary for the Converſion of Stores, the whole of which will be placed under the immediate reſponſibility of the different Maſters of trades, to whom ſuch Converſion is reſpectively entruſted. We think it is pretty evident that the ſmall increaſe of charge, which will be given to the Storekeeper by the additional duty of ſupplying ſhips with water-caſks, the only thing which he does not now ſupply, will be far more than counterbalanced by what will be taken from him.

Another objection alſo might, perhaps, be raiſed; namely, that the labour in Accountantſhip of the whole Department will be more than any Storekeeper, upon the preſent eſtabliſhment of his office, can accompliſh.

But this objection can be ſatisfactorily removed by the following ſtatement of facts:—

The Clerks of the Check at Portſmouth and Plymouth have many laborious duties in the way of Clerkſhip to perform, independently of thoſe which relate to the Store Branch; they muſter all the people three times a day, and take accounts of each man's earnings twice or three times a week, which are all frequently copied and poſted into various books. They aſcertain the amount of each perſon's earnings quarterly; and the buſineſs connected with all theſe matters muſt neceſſarily be very conſiderable.

In addition to theſe duties, however, it has been ſhewn in the courſe of the preceding details, that the Clerk of the Check keeps very nearly as many books and accounts relating to Stores, as the Storekeeper and Maſter Cooper put together, yet the Clerk of the Check at Plymouth, for example, is not allowed ſo many Clerks as the Storekeeper, and ſcarcely above half as many as the eſtabliſhment of the Storekeeper and Maſter Cooper put together; ſuppoſing, therefore, the preſent load of uſeleſs books, &c. to be continued, the ſame buſineſs which is now done by one Clerk of the Check, with a ſmall number of Clerks, may doubtleſs be done by one Storekeeper with a greater number, as is the caſe with his preſent eſtabliſhment; but when the immenſe quantity of unneceſſary writing now performed by his Clerks in every ſtage of his Accounts, which we have detailed in the preceding part of this Report, ſhall be diſpenſed with; we think the queſtion of his being able to execute the remainder by the preſent, or even a leſs number of Clerks in his Office, cannot admit of any doubt.

Cauſes of the Defects which have been enumerated.

On a review of the whole of the circumſtances which we have thus detailed, we think it will appear evident, that the uſeleſs labour, confuſion, perplexity, and want of ſyſtematic order in the Victualling Eſtabliſhments at the Out-Ports, are to be aſcribed to the following cauſes; to a multiplicity of buſineſs being required to be performed, which is altogether unneceſſary; to having a plurality of Accountants concerned in rendering Accounts of the ſame matters; to the Check Officer being obliged to prepare counterparts of the Accounts kept by the other Officers, profeſſedly for the purpoſe only of checking thoſe Accounts, when that object may be better attained, by comparing them with the original Accounts themſelves, inſtead of the counterparts made up from thoſe originals; and, laſtly, to the Agent being required to make up another complete ſet of Accounts, mere copies of the others, for the ſole purpoſe of enabling the Office in town to make the charges againſt Purſers, and others to whom Stores have been ſupplied, with leſs difficulty from one fair Account, than from the different ſets of Accounts made up in conſequence of there being ſeveral Store Accountants; thus retaining an additional Accountant, for the ſole purpoſe of ſimplifying the perplexity and trouble occaſioned by there being ſo many others, when the objects of regularity, ſimplicity, and check, may be better attained by having only one.

Though the inſtructions given in the ſubſequent part of this Report, will, we truſt, be found to explain in detail, every circumſtance neceſſary for carrying the propoſed

ſyſtem

ſyſtem properly into effect, yet as it may tend to perſpicuity to bring into one view the principles upon which that ſyſtem is formed, we ſhall in this place endeavour to explain them with as much conciſeneſs as poſſible.

Principles of the propoſed new ſyſtem.

As the duty of the Storekeeper is to receive and iſſue the different ſpecies of Proviſions and Stores committed to him, the only buſineſs which it ſeems neceſſary to exact of him, in the way of Clerkſhip, ſhould have relation to one of theſe four heads;

1ſt. To make out acknowledgments for what he receives, and ſtatements of what he iſſues, both to be ſigned by himſelf.

2d. To obtain acknowledgments from the perſons to whom Stores are delivered, in ſupport of his ſtatements of iſſues.

3d. To give regular information to the Superintending Board, from time to time (uſually done every week) of the ſtate of the Magazines, that they may provide ſupplies;—and,

4th. To prepare periodical Accounts (uſually every quarter) properly digeſted, of the Stores received and iſſued by him within each period, ſupported by authentic Vouchers; diſtinguiſhing, in the former caſes, the ſources of receipt, and in the latter, the ſervices for which, and parties to whom, the Stores are iſſued.

In order to effect theſe objects, nothing further ſeems neceſſary, on the part of the Storekeeper, than to keep two ſorts of books; the one to be ſtyled original, or rough books of receipt and iſſue, into which entries ſhould be made of all Stores at the time of receipt or iſſue, and from which all Vouchers ſhould be made out, both thoſe on the part of the Storekeeper acknowledging the receipt of Stores delivered to him, and thoſe containing ſtatements of Stores iſſued by him to others; the other deſcription of books to be ſtyled fair receipt and iſſue books, into which the entries in the original books ſhould be poſted under as many diſtinct heads as may be neceſſary, for the purpoſe of bringing together all receipts and iſſues of the ſame deſcription, into one view. This being done, it is eaſy to aſcertain the ſtate of the magazines for the information of the Victualling Board, by abſtracting, at the end of every week, the total quantities received and iſſued in the courſe of the week; adding to the receipt the quantity in ſtore at the commencement of the week, and ſubtracting the iſſues from the aggregate, which will give the information deſired.

In order likewiſe to obtain the quarterly ſtatement, nothing remains but to tranſcribe all the entries (in proper order) which may have been made in thoſe fair books in the courſe of the quarter; and this we truſt will be conſidered a ſimple and perfect ſyſtem of Accounts.

Such being the nature of the Accounts to be kept, we will now ſpeak of the Vouchers by which they are to be ſupported.

As the Quarterly Account comprizes all the tranſactions which have taken place, arranged in proper order, the Vouchers muſt be ſuch as will ſubſtantiate every tranſaction contained in it, and prove that the final reſult, as ſummed up in the way of D^{r} and C^{r}, to form the quarterly balance, is ſtrictly true and juſt.

Theſe Vouchers ought to be of a threefold nature:

1ſt. As in all tranſactions which a Storekeeper can have, there muſt be ſome other perſon concerned, namely, the perſon who delivers Stores to him, or the one who receives them from him, ſo there muſt be two ſtatements of the tranſaction; that, proceeding from the Storekeeper, may be called the Account, and the one proceeding from the other party, the Voucher; theſe perſons having generally contrary intereſts, a Voucher is the firſt evidence in ſupport of an Account.

2dly. Experience, however, ſhews that a Voucher cannot be entirely depended on, becauſe, by theſe two perſons conniving, a falſe Voucher may be made out.—Thus, when a Contractor delivers Stores to the Storekeeper, and a Purſer of a Ship receives them from him, it is poſſible that the Contractor's Voucher might be made to contain more Stores than he delivered, while, to make up the difference, the Purſer's Voucher might alſo be made to contain more than the Storekeeper iſſued; and thus the Storekeeper would gain in both caſes; and by the other parties participating in the profits, their co-operation might be obtained in the commiſſion of the fraud.

To enſure juſtice therefore to the Crown, one of its own ſervants (the Clerk of the Check) has been appointed to be a check upon theſe tranſactions, whoſe duty ought to be to witneſs the actual receipt and iſſue of Stores in every caſe, and take accurate Accounts thereof at the time, ſufficient to enable him to certify on each Voucher adduced by the Storekeeper, that the ſame is according to the fact; and this being done, the Voucher muſt perhaps be confeſſed to be as perfect as the nature of things will admit.

3dly. But

3dly. But though the before-mentioned Vouchers are ſufficient evidence of the truth of the ſtatements contained in the Quarterly Accounts, and conſequently of the accuracy of the balance of Stores remaining in poſſeſſion of the Storekeeper, yet it is eſſential that evidence be adduced of his having a quantity of Stores actually in the magazines, correſponding to the balance againſt him in the Account. To aſcertain this, it is proper that an Account or Survey of the Stores remaining be taken, in the preſence of three or more perſons, in whom the Superintending Board has confidence, at ſuch intervals as the ſervice will admit, and an inventory under the hands of theſe perſons ſhould, when taken, accompany the Quarterly Account, containing the balance to which it is an evidence.

It does not appear to us that any further Checks than thoſe which we have thus deſcribed, can be neceſſary to ſubſtantiate every part of the Quarterly Account, ſo far as relates to the real tranſactions; but as ſome controul on the ſpot, with reſpect to the propriety of thoſe tranſactions, ſeems to be alſo neceſſary, we think it right, that, as ſoon as may be after any tranſaction has taken place, the Voucher be immediately checked, and, if according to the fact, atteſted to be ſo by the Clerk of the Check, and forthwith lodged with the Agent, by which means, if any tranſaction appear to him improper, he will have the means of making immediate enquiry on the ſubject.

Theſe Vouchers therefore thus checked, being lodged with the Agent, it ſhould be his duty, at the expiration of every quarter, when the Quarterly Accounts are made up and ſent to him for examination, to compare each Voucher with the entry in the fair Account, to which it is offered as evidence, and to be ſatisfied that no error, whether wilfully or by chance, has been committed, either in making the ſeveral entries, or in caſting thoſe entries into totals. We judge it neceſſary that this proceſs of auditing the Storekeeper's Accounts ſhould take place at the Out-Ports, without ſuperſeding in the ſmalleſt degree the minute and final examination of them in town, becauſe the Examiner on the ſpot has the advantage of being completely acquainted with all the tranſactions ſet forth in the Account, and of having the circumſtances freſh in his memory.

We cannot conclude our obſervations on this part of the ſubject, without again adverting to the ſingular circumſtance, that the Commiſſioners of Enquiry of 1788, ſhould have conſidered the preſent ſyſtem of accounting for Proviſions and Stores in the Victualling Departments ſo perfect as to be entitled to approbation; and that the Commiſſioners of Naval Enquiry of 1803 ſhould have fallen into the ſame error, and pronounced it "to be clear, regular, and methodical."

Difference of Opinion with former Commiſſioners adverted to.

It is true that there are a multiplicity of Accounts kept and rendered, which bear, at firſt ſight, the appearance of forming ſyſtematic checks; and this appearance, it is probable, was miſtaken for reality. It is hardly neceſſary, however, to remark, that a ſuperabundance of Accounts cannot fail to involve the real tranſactions in myſterious intricacy and doubt, under cover of which, ſo far from the Public being protected from loſs, the commiſſion of irregularities is facilitated and the difficulty of detection increaſed. Under ſuch a ſyſtem too, it is not very ſurpriſing that the Accounts ſhould be in arrear.

Eighth Report, 1809. Page 642.

The Commiſſioners of Naval Enquiry indeed point out the remiſſneſs in forwarding the Accounts to the Board, and forcibly repreſent the diſadvantages reſulting from delay in their tranſmiſſion and examination; but they do not ſtate the means by which more diſpatch may be given to them.

Reſpecting the Arrears of Accounts.

The Accounts, under the ſyſtem we propoſe, inſtead of being invariably ſeveral quarters in arrear, as the Commiſſioners of Enquiry ſtate thoſe on the preſent ſyſtem to have been, may be cloſed with every current quarter; and the fair Quarterly Accounts, though much more comprehenſive and accurate than the preſent Accounts, and fully ſupported by authentic Vouchers, of which the preſent Accounts are very deficient, may, we compute, be completely examined at the Out-Port, and laid before the Victualling Board within one month at fartheſt after the expiration of every quarter.

Caſh Accounts.

With reſpect to the Caſh Accounts at the Out-Ports, we have a few obſervations to make.

All diſburſements of money at the ſeveral Out-Ports are made by the reſpective Agents. In diſcuſſing the method of accounting for Stores, we ſhewed, in a variety of inſtances, the benefit which would be derived from a thorough examination and efficient

efficient check on all Accounts taking place on the ſpot, where each tranſaction is known, and immediate explanation can be had; this controul can only with propriety and effect reſt with the Agent, and the advantage, before pointed out as likely to reſult from his being exempted from keeping and making up books or accounts of any kind, and thereby enabled effectually to ſuperintend the different branches of duty carrying on, would not be attained if he were continued the Accountant for caſh, as in this caſe, the Caſh Accounts would not be ſubject to any check or controul on the ſpot.

kept at preſent by the Agent.

We have therefore provided, by the following Inſtructions, that the duty of receiving and paying all Public Money, and accounting for the ſame, ſhould be committed to the Clerk of the Check; but that no diſburſement ſhall on any occaſion take place without the previous ſanction of the Agent, in writing, to whom the receipt of the party, or other evidence of the payment, ſhall be immediately ſent, in order to enable him to examine the Clerk of the Check's Account of Diſburſements at the end of the quarter.

Why the Clerk of the Check, and not the Agent, ſhould keep the Caſh Accounts.

A diſadvantage now exiſts with reſpect to the mode of ſupplying the Officers at the Out-Ports with money, which we propoſe, in the following Inſtructions, ſhould be removed. The Officers apply to the Victualling Board for Impreſts under five or ſix diſtinct heads; and, whenever the money impreſted for any particular ſervice is expended, application is made for a ſupply, notwithſtanding there may be conſiderable balances in the Agent's hands on each of the other heads; and thus it has ſometimes happened that an Impreſt, granted for a ſervice on which the payments are not very frequent, may (as in the caſe of ſhort Allowance Money) not be expended for many years; therefore, as by this mode of application for money, a much larger balance may remain in the Accountant's hands than is neceſſary, we recommend, in future, that all Impreſts granted by the Victualling Board to the Clerks of the Check, be applied indiſcriminately to the diſcharge of any ſums which may be due on account of any breach of the eſtabliſhment.

Money propoſed not to be kept under diſtinct heads.

The payment of Wages is the moſt conſiderable item in the Caſh Accounts of the Out-Ports; and in this, an inſtance may be noticed of the very inſufficient materials on which an Account is approved and paſſed at the Victualling Board, though we acknowledge there is the appearance of a check preſerved with great formality.

When the time for payment of the Yard arrives, the net ſum requiſite is calculated by the Clerk of the Check, whereupon the Agent applies for an Impreſt to the amount neceſſary. The ſum paid to each perſon for the quantity of work he may have performed, if employed on Piece-work, and the time ſerved, if on ſalary or day wages, are all detailed in a Pay Liſt, and certified by the Agent, Storekeeper, and Clerk of the Check, to be correct. When the Pay Liſt comes in this ſhape before the Board, which is after the payments have been made, they refer it to the Clerk of the Check at Deptford for him to report upon, who afterwards returns it to the Victualling Office, with a Certificate under his hand that the money therein ſpecified has been duly paid. After this ceremony has been gone through, the Board is ſatisfied, and the Impreſt is cleared, or in other words, the Account is paſſed.

Want of Check on the payment of Wages.

Notwithſtanding all this ſhew of precaution, however, the accuracy of the Pay Liſt depends ſolely upon the ſtatement of the Clerk of the Check at the Port where the payment took place. From his books of Muſters and Accounts of Piece-work, he makes out a Pay Liſt, ſtating the time ſerved, or work performed, by each individual in the Service at the Port, and the ſum due to him for the ſame. Upon this Liſt the people are paid; and, although it is ſigned and certified by the Agent and Storekeeper, neither the one nor the other has the ſmalleſt means whatever of knowing whether the matter which they ſo certify be true or falſe, namely, whether the money inſerted as being due to each perſon be or be not as ſtated.

As to the Certificate of the Clerk of the Check at Deptford, it is perhaps the moſt abſurd that can be imagined, for he knows nothing of the facts ſtated in theſe Pay Liſts (indeed it is impoſſible he ſhould), but notwithſtanding, he writes a Certificate on each without any examination whatever, and avers that the money has been paid as ſtated.

The remedy which we have provided to prevent payments to a great amount being made on a ſtatement ſo ineffectually vouched, is to cauſe the Pay Liſts, as made out by the Clerk of the Check at each Port at the end of every quarter, to be minutely examined in every particular by the Agent previouſly to the payment, and checked by vouchers of two deſcriptions. The firſt are Liſts of Abſentees, which are directed to be ſent to him every day, ſhewing the perſons checked; by theſe he will be enabled to examine the Clerk of the Check's daily Muſter-book, wherein is ſtated the exact time of each perſon employed on day-work; and the time actually ſerved being ſo

Remedy.

aſcertained, he can eaſily perceive whether the wages ſtated in the Pay Liſt accord therewith. Secondly, the Maſter Cooper will furniſh him with a quarterly Statement of the quantity of work performed by each Cooper or Sawyer, on piece-work; from which, by the regular known prices allowed for all ſorts of work, he can calculate the ſum due to each perſon, and compare the ſame with the Clerk of the Check's ſtatement of the wages due to ſuch perſon, in the Pay Liſt; and by theſe means the Pay Liſt will have been checked in all its parts. The People are then to be paid in his preſence, which he is to certify on the Pay Liſts, and tranſmit them to the Board, together with the Muſter-book and ſtatements of the Coopers earnings, as Vouchers thereto.

Advantages of the propoſed change of Syſtem.

Having now alluded to moſt of the circumſtances reſpecting the mode of conducting the buſineſs at the Out-Ports, which we have found attended with diſadvantage to the Service; and deſcribed the means by which we have, in the following Inſtructions, propoſed to remedy the ſame, it remains for us to notice what will be the effect of our propoſed arrangements with regard to the eſtabliſhment of Officers and Clerks, &c. at each Out-Port, which will be neceſſary to carry on the buſineſs in future under the new regulations.

Our opinion on this ſubject has been guided by the following circumſtances:

That the Agent Victualler ſhould have no connection whatever with the keeping or making up any Books or Accounts relative to Stores or Caſh.

That very nearly all the Maſter Cooper's Books, Accounts and Writings (except his Converſion Account and ſtatement of the earnings of Men employed on Piece-work) may be diſcontinued.

That the labour of Accountantſhip in the Storekeeper's department, will upon the whole, be conſiderably leſs than heretofore; and,

That the number of Books, Accounts, and other writings relative to Stores, in the Clerk of the Check's department, will be reduced ſo much, that the transferring to him of the duty of receiving and paying caſh, and rendering Accounts of ſuch Diſburſements, will not be more than equivalent to what he has been relieved from.

Theſe points being eſtabliſhed, it follows, that even during war the number of Clerks requiſite in the department of Storekeeper and Clerk of the Check at each Out-Port cannot be greater, hardly ſo great, as the number now employed under theſe Officers reſpectively. And with reſpect to the Maſter Cooper at each Out-Port, we had doubts whether any Clerk would be neceſſary, but are of opinion that one Clerk during war will be fully ſufficient; and with reſpect to the Agent Victualler, we are of opinion two efficient Clerks at Portſmouth and Plymouth, and one at Chatham and Dover, will fully enable each of theſe Officers to comply with the duties which we have propoſed ſhould be required of them reſpectively.

Reduction of the Officers and Clerks employed.

The Eſtabliſhment of Officers and Clerks at each Out-Port will therefore ſtand, compared to what it is at preſent, as follows:

Deſcription of OFFICERS.	ESTABLISHMENTS AT															
	Plymouth.				Portſmouth.				Chatham.				Dover.			
	Preſent.		Propoſed.		Preſent.		Propoſed.		Preſent.		Propoſed.		Preſent.		Propoſed.	
	Officers.	Clerks.	Officers.	Clerks.	Officers.	Clerks.	Officers.	Clerks.	Officers.	Clerks.	Officers.	Clerks.	Officers.	Clerks.	Officers.	Clerks.
Agent Victualler -	1	8	1	2	1	6	1	2	1	4	1	1	1	2	1	1
Clerk of the Check -	1	8	1	8	1	6	1	6	1	3	1	3	1	—	1	—
Storekeeper - - -	1	8	1	8	1	8	1	6	1	4	1	4	1	1	1	1
Maſter Cooper - -	1	3	1	1	1	3	1	1	-	—	—	—	—	—	—	—
TOTALS - - -	4	27	4	19	4	23	4	15	3	11	3	8	3	3	3	2
	4	19	-	—	4	15	-	—	3	8	—	-	3	2	—	—
Number of Clerks to be reduced -	—	8	—	—	—	8	—	—	—	3	—	—	—	1	—	-

Total reduced at all the Ports, - - - - Twenty Clerks.

There is an irregularity in the method of conducting buſineſs in the abſence of the Chief Officer at the Out-Ports, which we think ought to be remedied. It has never yet been defined who is the ſecond in authority, or reſponſible for the general conduct of the department in the abſence of the Agent; in conſequence of which the Agent's firſt Clerk, in his abſence, iſſues orders to the other Officers, and is ſuppoſed to repreſent the Agent for the time being.

But as this practice would be inconſiſtent with the regular ſubordination which we have thought advantageous in every branch of Your Majeſty's Service, we recommend that the Clerk of the Check be henceforward conſidered Second Officer, and that in the abſence of the Agent he have the ſame controul over every part of the Eſtabliſhment, and be reſponſible for the conduct thereof, in like manner as the Agent is on other occaſions: And if ever it ſhould happen that both theſe Officers ſhould be abſent from their duty by leave, in conſequence of illneſs, or otherwiſe, that the ſuperintendence of the Eſtabliſhment for the time being ſhould devolve on the Storekeeper.

PART II.—DEPTFORD.

In our Tenth Report we explained the nature of the Government of the Victualling Yard at Deptford, as far as it was connected with the Victualling Board in Town, and ſtated the bad conſequences which reſulted from the preſent ſyſtem.

Theſe evils, as there ſhewn, conſiſt chiefly:—

1ſt. In the want of real ſuperintendence, owing to the nominal management of certain branches of that Department being entruſted to individual Commiſſioners. *Defects in the ſuperintendence at the Victualling Yard at Deptford explained in a former Report.*

2d. In the jealouſy with which thoſe Commiſſioners preſiding over diſtinct branches have viewed all interference on the part of the other members of the Board in their ſeveral departments;

And, 3dly, In the want of an active authority on the part of the Superintendent at Deptford, occaſioned by the Officers, inferior to him, conſidering themſelves reſponſible for their conduct, not to the Superintendent, but to the Commiſſioner to whoſe management their reſpective branches were committed, thus rendering his controlling authority, though given to him by his inſtructions, as little real as the individual ſuperintendence of the Commiſſioners themſelves.

Such being the nature of the ſuperintendence over the Victualling Yard at Deptford, we will now ſtate the internal arrangements in that Eſtabliſhment, what Officers are employed, and the Duties they reſpectively perform. *Internal arrangements at Deptford.*

There are now eight principal Officers (including the Clerk of the Iſſues at the Victualling Office in town) with 30 Clerks under them, and ſeven inferior Officers; viz. *Officers employed.*

Principal Officers:

	Clerks.
1ſt. Superintendent	2
2d. Hoytaker	3
3d. Clerk of the Check	6
4th. Cutting-houſe	4
5th. Dry Stores	3
6th. Brewhouſe	5
7th. Maſter Cooper	4
8th. Clerk of the Iſſues	3
	30

Inferior Officers:

1. Maſter Brewer.
2. Baker.
3. Butcher.
4. Principal Boatſwain of the Wharf.
5. Principal Stevadore.
6. Inſpector of the Works.
7. Porter.

After giving a ſtatement of the outlines of the preſent duties of each of thoſe Officers, we ſhall add ſuch Obſervations as we have to make upon their duties, as well as upon the nature of the appointments themſelves.

The

Duties of the Superintendent.

The Superintendent is the ſubſtitute of the Board, and is veſted, by his Inſtructions, with authority to controul all the other Officers of the Eſtabliſhment in the performance of their duties; to give temporary orders; and generally to ſee that every thing is well conducted.

His actual duty, at preſent, ſeems to conſiſt in correſponding with and making Reports to the Board on any ſubjects referred to him; in making a few diſburſements, ſuch as the ſmall quarterly Balances for proviſions due to Boatſwains and others belonging to ſhips in ordinary, and ſometimes paying ſavings and ſhort allowance-money to Purſers, &c.; and alſo for ſome ſmall articles purchaſed by him, together with poſtage, and a few other contingencies; in ſuperintending the conduct of the Porter, Warders, Rounders and Watchmen, employed in guarding and ſecuring the Yard; in receiving the Board's directions from time to time, delivering copies of ſuch parts of them to the ſeveral Officers whom the execution of them may concern, as may be applicable to their ſeveral departments, and alſo entering in books a tranſcript of each copy ſo delivered; in copying in his office-books the Warrants ſent down from the Clerk of the Iſſues at the Victualling Office in town for the iſſue of Stores, and afterwards diſtributing them to the ſeveral Storekeepers to be acted upon; in receiving from each of theſe Storekeepers ſeparate Liſts, called Charges, of the quantity of Stores iſſued by them reſpectively in conſequence of thoſe Warrants, (which of courſe are copies of them) and in copying each of the ſaid Liſts into his books, oppoſite to the part where the correſponding Warrants authoriſing the Iſſue had before been copied, reſerving the original in his office; in uniting the ſeveral Liſts into one Bill of Lading, ſhewing the whole quantity laden from the Yard; and if the veſſel laden be a Victualling Hoy or Tranſport, and the cargo be conſigned for ſome other Port, in making three Receipts or counterparts of the Bill of Lading, and cauſing the Maſter of the veſſel to ſign the ſame as Receipts for the cargo, who thereupon receives the Bill of Lading, and the three Receipts are diſpoſed of as follows:—one is incloſed to the perſon to whom the cargo is conſigned, if abroad, and the others are tranſmitted to the Clerk of the Iſſues. And, laſtly, the Superintendents duty conſiſts in receiving from each Storekeeper, every Saturday morning, an Account of the quantity of Stores remaining with them reſpectively, and the quantities of Stores due on Warrant that are ordered to be ſhipped, but not complied with, together with the quantities undelivered by Contractors; which Account he blends into one Statement, and forwards to the Board, keeping the Storekeeper's Accounts in his office.

Portion of the Superintendent's duty created by there being ſo many independent Storekeepers at Deptford.

On peruſing the foregoing ſtatement of the duties of the Superintendent at Deptford, it is apparent that, with the exception of the few points of duty mentioned in the firſt paragraph thereof, namely, "in correſponding with and making Reports to the "Board on the ſubjects referred to him; in making a few diſburſements, ſuch as "the ſmall quarterly balances for proviſions due to Boatſwains and others belonging "to the ſhips in ordinary; and ſometimes paying ſavings and ſhort allowance money "to Purſers, &c.; and alſo for ſome ſmall articles purchaſed by him, together with "poſtage, and a few other contingencies; in ſuperintending the conduct of the Porter, "Warders, Rounders, and Watchmen, in guarding and ſecuring the Yard;" all the other buſineſs of his office is entirely created by there being ſo many Storekeepers; thus rendering it neceſſary, firſt to diſtribute the various orders and papers to them, and, on receiving from them their Statements, Accounts, &c. to blend them together into one; which occaſions much unneceſſary copying in both caſes.

It will therefore, we conceive, be right to relieve him from theſe unneceſſary duties, and give him buſineſs to perform ſuitable to the important office he holds, in the ſame manner as we have propoſed with regard to the Agents at the Out-Ports.

Hoytaker.

The next Officer to be noticed at Deptford is the Hoytaker; but previouſly to ſtating what his preſent duties are, we muſt obſerve that by far the greater part of what was required of him to perform, when his office was deſcribed by the Commiſſioners of 1788, has ſince then been taken from him.

Duties formerly performed by him not now executed by him, and why

Formerly he had charge of certain Stores, which, in 1788, were transferred over to the Clerk of the Brewhouſe. In 1794 likewiſe, when the Tranſport Board was formed, the duty of hiring and inſpecting victualling tranſports was taken from the Hoytaker, and has ſince then been executed by that Board. About this time alſo the Commiſſioners of the Victualling entered into a contract for all ſmall craft required for the conveyance of proviſions and ſtores to the ſhips in the River, to the Eſtabliſhment at Chatham, &c.

Portion of the former Duties which now remain.

The only part therefore now remaining of the duties ſtated by the Commiſſioners of 1788 to have been at that time performed by the Hoytaker, conſiſts in occaſionally taking up ſmall veſſels to carry proviſions and ſtores to the Out-Ports, and, in "attending the "iſſue and loading of all proviſions and ſtores for theſe ports, foreign yards, &c.;

"attending

" attending the unloading of ſuch proviſions, &c. as are returned into ſtore, and in " taking an account of remains on board ſhips, tranſports, and victuallers;" to theſe duties was added, in 1803, that of ſuperintending the Labourers employed in loading and unloading veſſels at the wharf. He has likewiſe ſeveral Books and Accounts to keep and render, giving employment to three Clerks under him; ſcarcely one of which, however, has any connexion with the nature of his preſent employment, nor are they of the ſmalleſt uſe whatever.

The duty of " attending the iſſue and loading of all Proviſions and Stores for the " Out-Ports, Foreign Yards, &c. and of attending the unloading of ſuch Proviſions as " are returned into ſtore," (the whole of which may be briefly termed the buſineſs of the Wharf) conſiſts of two diſtinct things.

Aſſiſtance afforded to him.

The one reſpects the care of the Stores as they are rolled out of the Storehouſes under the charge of the ſeveral Storekeepers, when they are received by a diviſion of the Labourers on the Wharf, and conveyed to the veſſels, barges, lighters, &c. appointed to receive them: and this duty is attended to by various inferior Officers, Boatſwains and Boatſwains Mates; and the whole conducted by the principal Boatſwain of the Wharf.

The other part of the Wharf duty reſpects the proper ſtowage and diſpoſition of the Stores in the Veſſels and Craft, which is ſuperintended by an inferior Officer (who has himſelf generally been a Maſter of a Veſſel) called a Stevadore.

Hoytaker not neceſſary on account of the buſineſs of the Wharf.

Thus the duty of the Wharf being ſo amply provided for, the Hoytaker's duty, it is evident, conſiſts, almoſt excluſively, in ſuperintending the two inferior Officers of the Wharf before-mentioned, for which ſervice a perſon in the character of Hoytaker does not appear by any means to be neceſſary; moreover, as almoſt all the Veſſels employed at Deptford, conſiſt either of Victualling Tranſports taken up and filled under the direction of the Tranſport Board, or elſe of Hoys and inferior Craft furniſhed by Contractors; and as no Hoys or Veſſels belonging to Your Majeſty are employed at that Eſtabliſhment (in the management of which the experience of a Naval Officer in the character of Hoytaker, might be ſuppoſed to be uſeful) there is no neceſſity, on thoſe grounds, for his being continued.

Other trifling duties.

The duty of the Hoytaker " in taking an Account of the remains on board Ships, " Tranſports, and Victuallers," has alſo been ſo trifling as ſcarcely to deſerve notice; but henceforward it will wholly ceaſe, as, according to the propoſed ſyſtem, the ſurveys of remains are to be taken by Purſers of Ships; thus, the only remaining duty for the Hoytaker to perform, if he were to be continued, would be that of ſuperintending the labourers on the Wharf, and ſometimes that of hiring ſmall craft to carry proviſions from Deptford to the Out-Ports; but as there is at leaſt an equal extent of ſhipping carried on at the Out-Ports without any Officer of this deſcription, we ſee no reaſon why the Labourers on the Wharf, &c. may not be effectually conducted by an Officer in the character of Superintendent or Boatſwain of the Wharf, under the orders of the Storekeeper, as at the Out-Ports; nor why ſuch Veſſels, as are wanted for accidental ſervices, and cannot be provided by the Tranſport Board, may not be hired at Deptford, as they are at the Out-Ports, under the checks and regulations provided by the following inſtructions on that head.

Reaſons for diſcontinuing the Hoytaker.

On theſe grounds therefore, and chiefly becauſe ſcarcely any part whatever of the duty now remains to be performed, for which the office of Hoytaker was originally inſtituted, we muſt recommend the diſcontinuance of it, and that the duty ſhould be performed by a perſon in the character of Superintendent or Boatſwain of the Wharf, at a ſalary of £. 200. per annum, whereas the Hoytaker is allowed £. 400. per annum, and has beſides a houſe to reſide in. We have formed inſtructions for the Superintendent or Boatſwain of the Wharf, which will be found in the ſubſequent part of this Report.

Reſpecting providing for the preſent Hoytaker.

It may, however, be worthy of conſideration, whether it would be right to diſpoſſeſs the preſent Hoytaker, who being an Officer in Your Majeſty's ſervice, has, in conſequence of accepting a civil employment, loſt the opportunity of promotion. Probably it would be better and leſs expenſive to permit him to continue in the exerciſe of his office, than to make him a compenſation for what he would loſe by being diſpoſſeſſed; and, in addition to that, to incur the expence of a ſalary, though much leſs than what is now allowed for a Superintendent or Boatſwain of the Wharf.

The mode of providing for individuals, however, does not come within our province; we only ſuggeſt theſe circumſtances for the conſideration of Government; adding, that only one objection occurs to us to continuing the preſent poſſeſſor in the office, and that is the danger of a ſucceſſor of the ſame deſcription, and in the ſame capacity,

being appointed at ſome future time, when the office ſhall become vacant, and when probably the grounds of its abolition may be forgotten.

Duties of the Clerk of the Check.

The next Officer to be deſcribed, of the Deptford Eſtabliſhment, is the Clerk of the Check, whoſe duties are nearly ſimilar to thoſe of the ſame Officer at the Out-Ports. He or one of his Clerks attends, with one of the Storekeeper's, according as the articles to be received may be in their reſpective branches, to inſpect the quality of Stores delivered in by Contractors, and afterwards generally, though not always, ſends one of his Clerks to aſcertain, in conjunction with a Clerk from ſuch Storekeeper's Office, the quantity received from Contractors, to enable him (the Clerk of the Check) to join in ſigning the Certificate to be given to the Contractor, for the quantity delivered. He alſo attends, occaſionally, Surveys on unſerviceable Proviſions.

He keeps and makes up, however, a variety of Books and Accounts relative to Stores, not in the ſame forms, but ſome of them for ſimilar purpoſes to thoſe of the other Clerks of the Check. His other duty conſiſts in muſtering all the people employed by the day, and aſcertaining the earnings of the Coopers and others employed by taſk in the Yard; and, from his Accounts of theſe matters, he makes up the Quarterly Pay Liſt, in triplicate. He alſo attends the Quarterly Payments of the yard, and frequent recalls in London.

Want of Check as to the iſſue of Stores in the Department of the Storekeeper.

Thus it appears that at, Deptford, the Clerk of the Check does not keep any Check Account of the iſſues of any of the Storekeepers, nor of any of the Stores received (except from Contractors, and indeed not on all occaſions from them); but, in ſome few inſtances, when purchaſes of Stores are made by Storekeepers, the Clerk of the Check attends to examine the ſame, if they require him, but not otherwiſe.

Peculiarity as to the payment of Wages at Deptford.

There is alſo a peculiarity at Deptford, in regard to the payment of the yard: it is not, as at the Out-Ports, paid by the Clerk of the Check, but by two Clerks from the Office of the Treaſurer of the Navy in Town, under the controul of one of the Commiſſioners of the Victualling, attended by a Clerk from the Victualling Office, and alſo by the Clerk of the Check and ſome of his Clerks.

Duties of the Clerk of the Cutting-houſe.

The next Officer is the Clerk of the Cutting-houſe, who is the Storekeeper for beef and pork, and, has the management of the buſineſs of ſlaughtering and curing all the beef and pork which is not ſupplied in a ſalted ſtate by Contractors. His duty particularly conſiſts, during the killing ſeaſon, in receiving and inſpecting the live oxen and hogs, procured by perſons employed by the Victualling Board; ſuperintending the Butchers employed in ſlaughtering them; hiring, paying, and overſeeing the Men employed in cutting, ſalting, and packing the meat; and alſo directing the Coopers employed in trimming the caſks; and, as theſe duties are conſtantly performed by night in the killing ſeaſon, two Clerks, one from his Office, and another from the Clerk of the Check's, are always preſent, to witneſs and take Accounts of the meat weighed, cut up, and ſalted, ſo as to aſcertain the quantity of meat received, and the quantity of work performed by the different deſcriptions of Workmen employed on that buſineſs, and to identify the caſks, into which the meat, cured on each occaſion, has been packed. This duty is taken by the Clerks in the Cutting-houſe and Check Office, reſpectively, in rotation. The Clerk of the Cutting-houſe alſo, in conjunction with the Clerk of the Check, or one of his Clerks, inſpects the quality of all Iriſh beef or pork, delivered on Contract; as well as ſalt, and ſome other ſpecies of Stores received into his charge, when an Account is taken of the quantity by a Clerk from his Office, and another from that of the Clerk of the Check: he alſo frequently receives Stores, which are returned from Ships, or Army Tranſports, when paid off, or otherwiſe, and likewiſe Stores ſent from other Ports.

Want of Check as to the iſſue of Stores in the Department of the Cutting-houſe.

With reſpect to the iſſue of Stores, the Clerk of the Cutting-houſe, on receiving a warrant to iſſue any Stores in his charge, ſends a Foreman, or Labourer, called a Tallyman, to the Storehouſe, who points out the number of caſks or packages wanted, which are rolled out by Labourers to the Wharf; the Tallyman takes down the quantity of Stores contained in each caſk on a ſlate, and then informs the Clerks in the Cutting-houſe Office of the ſeveral quantities of Stores ſent off, who enter them in their books, and ſend a liſt or charge of the whole to the Superintendent's Office, for being inſerted in a bill of lading; and, if it happen, which is ſometimes the caſe, that the Labourers ſhall have rolled out more or leſs than the quantity of Stores reported by the Tallyman to the Clerks, then the bill of lading will not agree with the quantity ſhipped off, and the error, though it may be diſcovered on landing the cargo, or afterwards, will never appear on the Accounts of the Clerk of the Cutting-houſe, becauſe the Board's order or warrant to iſſue, and not the receipt of the party to whom the Stores are delivered, is the Voucher looked for as evidence to the account of iſſue.

When

When the Clerk of the Cutting-houſe perceives any Stores in his charge to be in an unfit ſtate, he repreſents it to the Superintendent, and Clerk of the Check, who, jointly with himſelf, view the ſame, and report upon the ſtate and condition thereof. If they be found unfit for ſervice, a day is appointed for the ſale thereof, when the Clerk of the Cutting-houſe attends at the time, with ſome of the other Officers, but does not receive the money, it being paid to one of the Clerks to the Treaſurer of the Navy, who attends; a Commiſſioner of the Victualling is alſo preſent on thoſe occaſions. The Clerk of the Cutting-houſe, however, has various ſums from time to time, impreſted to him by the Board, which he lays out in purchaſing ſome of the neceſſaries requiſite in his Department, and in various other contingencies. He alſo receives money for offal, tongues, &c. ariſing in the proceſs of meſſing and curing beef and pork, to a conſiderable amount; but this is not appropriated by him to the ſervices carrying on, it being, once a quarter, as the ſame accumulates, paid over to the Treaſurer of the Navy.

Additional duties of the Clerk of the Cutting-houſe.

The Clerk of the Cutting-houſe keeps various books and accounts relative to ſtores and caſh, from which he makes up his quarterly accounts thereof. Theſe documents, after being made up in his Office, are ſent to the Board, but they are not examined or looked at by any other Officer at Deptford.

Want of Check on the Accounts rendered by the Clerk of the Cutting-houſe.

There is alſo a Maſter Butcher employed under the Clerk of the Cutting-houſe.

The next Officer employed at Deptford is the Clerk of the Dry Stores, whoſe duty conſiſts in receiving from Contractors or otherwiſe all the biſcuit-meal, fine flour, biſcuit, peaſe, oatmeal, rice, currants, raiſins, biſcuit-bags, and bavins (which are faggots for heating the ovens) delivered into Deptford-yard. He alſo is ſuppoſed to ſuperintend the conduct of the Maſter Baker, and all the men employed in manufacturing the meal into biſcuit, which duty however is merely nominal. He likewiſe attends to the kiln-drying the peaſe received. He further ſuperintends the conduct of the Coopers, and others, employed in the trimming of caſks, &c. under his charge. His duties in receiving and iſſuing Stores, attending ſurveys and ſales of unſerviceable Stores, receiving impreſts and offal money, making diſburſements thereof, and accounting for caſh and ſtores, are the ſame as have been deſcribed to be the duties of the Clerk of the Cutting-houſe, with this exception, that all Stores received by the latter from Contractors are taken account of by two Clerks, one from his own, and another from the Clerk of the Check's office; whereas the immenſe quantity of bavins delivered into the charge of the Clerk of the Dry Stores by contract is neither taken account of by his own nor the Clerk of the Check's Clerk, but they are tallied by Labourers, called Tallymen; conſequently neither he nor the Clerk of the Check has any other means of aſcertaining the correctneſs of the certificate, which they jointly ſign, than the report of their men, to enable the Contractor for bavins to obtain payment for his deliveries.

Duties of the Clerk of the Dry Stores.

Want of Check in the receipt of Bavins.

The Bakehouſe at Deptford had always been, until a few years ago, chiefly ſupplied with biſcuit-meal manufactured at certain mills belonging to Your Majeſty at Rotherhithe, under the ſuperintendence of the Clerk of the Mills or Bakehouſe, (which Officer is the one now denominated Clerk of the Dry Stores.) The fine flour alſo iſſued from Deptford for the uſe of the Navy was manufactured at thoſe mills. But, when the practice was introduced of contracting for meal and flour required at Deptford, in place of contracting for corn, the eſtabliſhment at Rotherhithe was given up, and the Clerk of the Dry Stores relieved from the ſuperintendence of that branch of duty.

The next Officer at Deptford is the Clerk of the Brewhouſe, who is Storekeeper for malt, hops, beer, ſpirits, tobacco, coals, wine, ſugar, butter, cheeſe, and all other articles of proviſions, not in charge of either of the Officers before-mentioned. His duty is to ſuperintend the buſineſs of the brewery (which is however under the immediate management of a Maſter Brewer) to iſſue proviſions of every ſort to the Ordinary, receiving for this purpoſe ſupplies of ſuch Stores as are not in his own charge from each of the other three Storekeepers; and his duty in receiving and iſſuing Proviſions and Stores for other ſervices, attending ſurveys and ſales of unſerviceable Stores, receiving impreſts and money for the offal in his department (viz. yeaſt and grains), making diſburſements thereof, and accounting for caſh and ſtores, is alſo the ſame as has been deſcribed to be the duty of the Clerk of the Cutting-houſe, with this exception, that the iſſues of Stores in the department of the Clerk of the Brewhouſe, except the iſſue of beer, are attended by a Clerk from his Office, who takes accounts of the quantity, which is not the caſe with the Stores in the departments of the Cutting-houſe, Dry Stores, or Cooperage.

Duties of the Clerk of the Brewhouſe.

The Clerk of the Brewhouſe is aſſiſted by the Maſter Brewer, Coopers, Foremen, &c. in this branch.

The

Duties of the Maſter Cooper.

The next Officer at Deptford is the Maſter Cooper, who, beſides his profeſſional duties, is Storekeeper for all Cooperage Stores, and every article of public property connected therewith. His duties are to ſuperintend the labour of all the Block Coopers, Sawyers, Labourers, and others employed in the Cooperage; to cauſe one of his Clerks to take an account, jointly with a Clerk from the Check Office, three times a week, of the quantity of work executed by each workman employed by the piece; which Accounts are digeſted into Monthly Accounts, wherein the wages due to each perſon are calculated, and compared with a ſimilar calculation in the Check Office; whereupon notes for the amount are made out to the parties, to borrow money from their dealers—perſons accuſtomed to ſupply them with money at intereſt.

The Stores which conſtitute by far the greateſt part of the Maſter Cooper's charge, are the immenſe quantities of raw ſtaves delivered in by Contractors.

Want of check on the receipt of Cooperage Stores.

Though the quality of this article, from its nature, cannot perhaps be effectually examined by any other perſon than the Maſter Cooper, on whoſe opinion it at preſent almoſt entirely depends (the inſpection of the Clerk of the Check being only occaſional) yet ſome more effectual check is ſtill certainly neceſſary in this reſpect, as well as to aſcertain the quantity to be paid for, of which no account is ever taken by any Clerk from the Check Office, nor even from the Maſter Cooper's Office; this important duty being excluſively entruſted to the Labourers, called Tallymen, on whoſe ſtatement of the quantity at any time delivered in a certificate is made out, ſigned by the Maſter Cooper and Clerk of the Check; and upon this vague information the Contractors are paid.

Reſpecting the receipt of Iron Hoops.

The receipt of iron hoops from Contractors, is however attended by a Clerk from the Check Office, and another from the Maſter Cooper's Office.

In other reſpects the Maſter Cooper's duty, in iſſuing Stores or receiving them when returned from ſhips, or otherwiſe attending ſales, receiving imprefts, and money for the offal in his department, making diſburſements thereof, and accounting for Caſh and Stores, is ſimilar to the deſcription thereof as performed by the Clerk of the Cutting-houſe, &c. with this important difference, that in every other branch of the Eſtabliſhment, all old Stores intended to be ſold, are, previouſly to being lotted for ſale, minutely examined and declared to be unfit for the ſervice by the Superintendent, Clerk of the Check and the Storekeeper, in whoſe department they may be; whereas the cooperage old Stores, which it is to be obſerved conſtitute by far the greateſt part, both in quantity and value, of the ſales at Deptford, are condemned, lotted, and ſold, entirely upon the report of the Maſter Cooper, without being looked at by any of the other Officers; an impropriety which the propoſed Inſtructions will remedy, by requiring the other Officers to join in the ſurvey of ſuch articles.

Want of check on the condemnation of old Cooperage Stores.

There are ſeveral Foremen and other inferior Officers under the Maſter Cooper.

Duties of the Porter.

The next Officer at Deptford is the Porter, who may be alſo called a Storekeeper, and tranſmits regular Quarterly Accounts for candles, oils, brooms, baſkets, lanthorns, and a few other articles applicable to the ſervices of the Eſtabliſhment, which he in part receives in the firſt inſtance from Contractors and others, by purchaſes made by the Superintendent. But whatever uſeful purpoſe might have been intended by placing the iſſues of theſe Stores under the care of the Porter, it is entirely defeated by the preſent practice; for example, his iſſues of candles to the different Officers are in quantities of five or ſix hundred pounds at a time, and theſe Officers render no account whatever of the appropriation of theſe, nor indeed of any of the other ſmall articles, ſuch as turnery, ironmongery, coals, or other public Stores, expended in the current ſervice, though many of them are purchaſed, received and paid for, by each Officer, without the check or interference of another.

In part a Storekeeper.

The Porter at Deptford further ſupplies the Victualling Office in London with candles, in ſimilar quantities.

He has charge of the Taphouſe, from which almoſt the whole of his emolument is derived, and his other duties conſiſt in the cuſtody of the Gate, and in directing the conduct of the warders, rounders, watchmen, &c.

Duties of the Inſpector of Works.

The laſt Officer ſtationed at Deptford is the Inſpector of buildings and repairs, who is the [illegible] not ſo much of the Victualling Board, as of the Inſpector General of Naval Works. His duty, beſides ſeeing to and reporting from time to time on the ſtate of the public buildings, is to inſpect all Bills made out by Tradeſmen and others, for ſupply of Stores in buildings or repairs, or performance of other Works; and to certify, not only that the rates thereof are reaſonable, and according to the current prices of theſe Stores or Works at the time, and that the ſame were of good quality, or well performed, but alſo (which it is difficult for him to know) that the Stores

Stores were really appropriated to the Public Service in the manner deſcribed in the reſpective bills.

The only Officer connected excluſively with Deptford, remaining to be deſcribed, is the Clerk of the Iſſues, who belongs to the Victualling Office in London. The Office of the Clerk of the Iſſues is an appointment occaſioned almoſt entirely by the number of ſeparate Storekeepers at Deptford, and the duties thereof are ſimilar to ſome part of what are tranſacted by the Agents at the Out-Ports, in ſo far as reſpects blending ſome of the Accounts of ſo many Officers into one ſtatement before they can be applied to official purpoſes in the Victualling Office. His duties, although affording almoſt conſtant employment for himſelf and three Clerks, ſeem to reſolve themſelves into three points. Duties of the Clerk of the Iſſues.

Firſt. When an order is made by the Victualling Board to ſhip any particular quantity of proviſions from Deptford, ſuch order is ſent to the Clerk of the Iſſues, who ſelects therefrom the articles which are to be furniſhed by each Storekeeper, making them up into ſeparate liſts or warrants, which are ſent to Deptford to be diſtributed to the Storekeepers reſpectively concerned in the Iſſue, ſo that not even a common ſupply of proviſions can be iſſued to any one of Your Majeſty's Ships in the River without four diſtinct orders; one to each of the Storekeepers before-mentioned.

Secondly. He receives from the different Storekeepers, Accounts of the quantities of Proviſions and Stores ſupplied by them reſpectively to each ſhip of war or army tranſport in the Thames, in the courſe of each quarter; and the quantities thus ſupplied in ſeparate portions by the ſeveral Storekeepers to any one Purſer or Maſter he blends into one ſtatement, called a Charge, in order to be carried to ſuch Purſer's debit in the proper office; adding moreover to any ſuch charge, the quantity of freſh beef, if any, which may have been furniſhed by Contractors to the ſhip or tranſport while in the Thames.

Thirdly. The Clerk of the Iſſues calculates, monthly, the quantity of Proviſions which the Clerk of the Brewhouſe ſhould iſſue to each ſhip in ordinary, and once a quarter calculates how much money ſhould be paid the perſons victualled on each ſhip in ordinary for any proviſions they may have ſaved.

He moreover blends the tonnage of proviſions conveyed to ſhips, &c. in the courſe of the quarter into one ſtatement, to enable the Contractor for Lighterage to obtain payment for the ſame.

Recapitulation of the Officers employed at Deptford.

From the foregoing deſcription of the nature of the duty performed by each Officer belonging to the Eſtabliſhment at Deptford, it appears that out of the eight principal Officers (all independent of each other) and ſeven ſubordinate Officers, three principal Officers are chiefly employed in ſuperintendence or check; viz.

Three in ſuperintendence, but ſtill the controul very defective.

Superintendent,
Hoytaker, and
Clerk of the Check,

whoſe united ſuperintendence or check, however, does by no means form an efficient controul even over half the buſineſs of the Yard. That there are five Accountants for Caſh; viz.

Five Accountants for Caſh.

Superintendent,
Clerk of the Brewhouſe,
Clerk of the Cutting-houſe,
Clerk of the Dry Stores, and
Maſter Cooper,

receiving Impreſts from the Public, diſburſing money, and paſſing regular Quarterly Caſh Accounts in the Victualling Office;—and that there are five Accountants for Stores; viz.

Five Accountants for Stores.

Clerk of the Cutting-houſe,
Clerk of the Dry Stores,
Clerk of the Brewhouſe,
Maſter Cooper, and
Porter,

receiving and iſſuing Stores, and paſſing regular Store Accounts, beſides the Clerk of the Iſſues.

In a former part of this Report, when pointing out the diſadvantages ariſing from the preſent ſyſtem of management at the Out-Ports, we ſuggeſted ſuch an improved method of accounting for Caſh and Stores, as in our opinion would admit of a very material reduction of the Eſtabliſhment at each Port, enſuring nevertheleſs more accu-

racy and more ſimplicity of arrangement in the Accounts, as well as a more efficient check over the conduct of every individual employed.

Conſidering, therefore, that the buſineſs might eaſily be carried on under the new ſyſtem at the Eſtabliſhment at Plymouth, where the duty is at preſent more arduous than at any other Out-Port, by three principal and ſeven or eight inferior Officers, with 19 Clerks; our attention was particularly directed to examine into the circumſtances which were ſaid to render ſo many more Officers and Clerks neceſſary at Deptford than thoſe judged requiſite at Plymouth, in order to determine how far it would be right for us to recommend that the exiſting ſyſtem at Deptford ſhould be changed, and that the Eſtabliſhment at that place ſhould be put on the footing of an Out-Port.

The comparative duties at Deptford and Plymouth inveſtigated.

The reſult of theſe enquiries we ſhall place under two Heads.

Defects at Deptford impatable to the Syſtem, and not to miſconduct of the Officers.

We think it neceſſary, however, in juſtice to the Superintendent and other Officers at preſent employed in Deptford Victualling Yard, to obſerve, that the errors and irregularities which we ſhall have occaſion to deſcribe as being very injurious to the Public, are to be imputed to the defects in the exiſting ſyſtem, for which they are not anſwerable, and not to any neglect or tranſgreſſion of duty on their part.

1ſt Head. Though the Eſtabliſhment at Deptford is greater, yet that the duties are not more arduous than at the Out-Ports.

Different Syſtem from the Out-Ports not neceſſary at Deptford.

Advantageous to diminiſh the Eſtabliſhment at Deptford and increaſe thoſe at the Out-Ports.

We ſhall proceed to ſhew, under the firſt Head, that though the Victualling Eſtabliſhment at Deptford is at preſent greater than thoſe at the Out-Ports, yet that the duties required of the Officers are not ſo laborious nor arduous as to require more Officers and Clerks to perform them; nor on that account to render a different ſyſtem, attended with ſuch conſiderable additional expence, neceſſary; and that, ſo far from any advantages being derived from the Eſtabliſhment at the Victualling Yard at Deptford being on the preſent extenſive ſcale, on the contrary, conſiderable benefit would be gained by gradually diminiſhing it and increaſing thoſe at the Out-Ports; and, Secondly, That ſo far from any advantages, ſuperior to thoſe at the Out-Ports, being derived at Deptford from the different ſyſtem of management there, the buſineſs is not, in many particulars, ſo well conducted; but that by placing it on the footing of an Out-Port, under the improved ſyſtem recommended by us, the exiſting defects will be wholly remedied.

2d Head. Buſineſs not ſo well done at Deptford as at the Out-Ports.

FIRST HEAD.

The queſtion of putting Deptford on the footing of an Out-Port, and under the ſame ſyſtem of government, was diſcuſſed by the Commiſſioners of Enquiry in 1788, who, notwithſtanding that Eſtabliſhment was not then, from cauſes which have been enumerated, ſo completely diſtinct from the Victualling Board as it is now, recommended, "that the Eſtabliſhment at Deptford be thenceforward placed upon the "ſame footing in every reſpect as an Out-Port; the Agent Victualler to ſuperintend "the whole; with the like reſponſibility, and ſubjected preciſely to the ſame checks "and controul as the Agent Victuallers at Portſmouth and Plymouth."

This propoſal having been ſubmitted to the conſideration of the Commiſſioners of the Victualling by the Select Committee of the Houſe of Commons on Finance, in 1798, thoſe Commiſſioners reported their opinion thereupon; they have alſo furniſhed us, at our deſire, with the ſentiments which they continued to entertain on the ſubject when firſt their attention was directed to it by us.

32d Report Committee on Finance, Supplement L.

The correſpondence which paſſed we have inſerted in the Appendix; from which, and from the reaſons which the Commiſſioners gave to the Committee of the Houſe of Commons on Finance, in the year 1798, it appears that the principal objections adduced againſt placing Deptford on the footing of an Out-Port, with one Storekeeper only, reſolve themſelves into the following:

Appendix, N° 126 and N° 127.

Objections urged againſt putting Deptford on the footing of an Out-Port diſcuſſed and refuted.

That the labour of Accountantſhip and other duties relating to the receipt and iſſue of Stores at Deptford, would be too great for one Storekeeper properly to attend to: and that the great variety, periſhable nature, and large quantity of the Stores at that Eſtabliſhment, render it unſafe to entruſt the preſervation of them to one Storekeeper.

So far, however, from thoſe circumſtances on which the Commiſſioners of the Victualling ſeem to have thus formed their opinion being ſuch as to juſtify the inferences they have drawn, we found with reſpect to the Accountantſhip, that, on comparing the number of individual receipts and iſſues of Stores at Deptford with thoſe at Plymouth in 1806, the whole number of ſeparate receipts and iſſues together at Plymouth was four times as great as thoſe at Deptford, and that the number of ſeparate iſſues to ſhips of war at Plymouth, which create more trouble than iſſues of any other

other deſcription, was no leſs than ten times the number of iſſues for the ſame ſervice at Deptford; and as the receipt and iſſue of Stores form the origin of the Store Accounts, it is apparent, that the labour of Accountantſhip at Deptford is not by any means ſo great as at Plymouth, where one Storekeeper is found adequate to the duty performed. With reſpect alſo to the other objections, it appears by the Accounts in the Appendix, that the Proviſions and Victualling Stores received and iſſued at Plymouth, are of greater variety than thoſe at Deptford of an equally periſhable nature (being articles of the ſame kind) and that, even in regard to the quantities received and iſſued in the courſe of a year, they are upon the whole, at Plymouth, very nearly of equal amount with thoſe at Deptford.

Appendix, Nos 128, 129, and 130.

But though the quantity received into and iſſued from the Plymouth Stores, in the courſe of a year, be almoſt as great as that received and iſſued at Deptford within the ſame time, it is true that the quantity remaining in the magazines at Deptford has uſually been conſiderably more than that in ſtore at Plymouth. The only evils however, which might be ſuppoſed to ariſe from this circumſtance, we apprehend muſt reſolve themſelves into the following two; namely, either that the great quantity of Stores remaining in the magazines at Deptford would be more expoſed to embezzlement, or elſe that they would be more liable to injury from improper ſtowage, damp, &c. in charge of one Storekeeper, than if in charge of three or four. So far, however, from there being good grounds for apprehending thoſe conſequences, by the propoſed ſyſtem, the ſafety and preſervation of the Stores will be fully equal, probably greater than under the preſent ſyſtem.

A very conſiderable part of the Stores, now in charge of the four Storekeepers, will by the propoſed plan, remain with the reſpective Maſters of Trades, and conſequently the ſafety and preſervation of the whole will not devolve upon the one Storekeeper; and with reſpect to the ſuppoſed danger of embezzlement, to which the remainder might ſeem liable, it is to be remarked that, if the Stores be in future depoſited in the ſame warehouſes at Deptford as at preſent, and if thoſe warehouſes be locked up, guarded and watched in the like manner now practiſed, it does not appear that any greater facility would be given to embezzlement, but, on the contrary, more ſecurity would be afforded by the keys remaining with one Storekeeper than with three; nor do we perceive that a large quantity of any ſpecies in ſtore, inſtead of a ſmaller, affords any greater opportunity of embezzlement, or that for example 20,000 bags of bread at Deptford would be more liable to theft than 10,000.

Conſidering the queſtion in the other point of view, with reſpect to the danger ſuppoſed to be apprehended from the ſtowage and preſervation of the Stores while in the magazines being entruſted to one Storekeeper, we think that, by the ſyſtem of internal economy which we propoſe ſhall be in future obſerved at Deptford, leſs danger will reſult on that head than even heretofore; for beſides the advantage ariſing from the ſituation of Deptford being near town, and the diſpoſition of the Stores there ſubject to the frequent viſitations of one or other of the Members of the Victualling Board, we have propoſed that it ſhall be one of the chief duties of the Agent Victualler to be conſtantly attentive to the ſtate and condition of the Stores, and when to this is added the general care of the Storekeeper himſelf, ariſing from his own reſponſibility, and the facility with which he may direct the operations of the different foremen of the reſpective Storehouſes, who attend immediately to the ſtowing and unſtowing of the Stores in their reſpective branches, we think it is evident, that even if it were proper and neceſſary to continue the practice of depoſiting and manufacturing ſuch large quantities of Stores at Deptford as is done at preſent, they would ſtill, under the propoſed ſyſtem, be to the full as well protected from embezzlement, and preſerved from damage, and probably much better than they are now.

We cannot, however refrain from expreſſing an opinion, that however neceſſary it might have been in the time of Charles the Second, when Government took into its own hands the care of victualling the Navy, that the principal Depôt for Proviſions ſhould be in the River Thames, from whence they might be ſhipped off from time to time to the different Out-Ports, as circumſtances might render neceſſary, yet that, ſince the principal rendezvous of Your Majeſty's Fleets have been at the Out-Ports, at Portſmouth and Plymouth, it is an obvious abſurdity to keep Deptford on ſo extenſive, and the Out-Ports on ſo ſmall a ſcale.

It is indeed probable, that in conſequence of the vicinity of Deptford to the London markets, it is the beſt adapted to the buſineſs of ſlaughtering ſuch oxen and hogs, and curing ſuch beef and pork, as are not ſupplied by Contractors, if a continuance of this meaſure ſhould be found more advantageous than contracting for the Engliſh beef and pork

pork in a falted ſtate, of which conſiderable doubts have been ſuggeſted to us, and therefore it may be worthy the conſideration of Government.

From various cauſes alſo, Deptford may be the beſt ſuited for ſhipping off Proviſions for the ſupply of our Fleets abroad, and even at diſtant places in this Country where there are no regular Eſtabliſhments; but, though theſe circumſtances may render it neceſſary to keep and manufacture larger quantities of ſome ſorts of Stores at Deptford than at any one of the Out-Ports, yet they do not juſtify the eſtabliſhment of that Yard being made equal, not only to thoſe ſervices, but alſo, in addition thereto, to the ſending of large ſupplies to the Out-Ports; for example, it is obviouſly unwiſe, that the Veſſels, laden with beef and pork from Ireland; with rum from the Weſt Indies; with brandy and wine from the Mediterranean, &c. &c. ſhould paſs by Plymouth and Portſmouth, and proceed to Deptford to be unladen; where probably the Stores have not been more than a week in the magazines, before they are again ſhipped for one of thoſe very Ports which they had paſſed by only a ſhort time before; thus incurring the unneceſſary expence of additional freight, which is very conſiderable; creating delay, which is frequently very great, from the weſterly winds prevailing ſo much in this Country; running all the riſks of ſea and capture, and rendering the ſupply altogether precarious at the principal rendezvous of Your Majeſty's Ships, both in War and Peace.

Diſadvantages of the Eſtabliſhment at Deptford being on ſo large a ſcale.

Beſides theſe diſadvantages however, which are for the moſt part applicable both to Proviſions and raw materials of every deſcription, ſupplied to the Victualling Department, there is an additional one of equal importance, peculiar to the articles that are manufactured at Deptford, which is, the dearneſs of labour near the Metropolis, compared with what it is at the Out-Ports; in conſequence of which, the Victualling Board has been obliged to allow much higher prices for work performed at Deptford, particularly for the Cooper's work, as will appear by the papers in the Appendix, than for that done at the Out-Ports.

Appendix, N^os 131, 132, 133, 134, 135 & 136.

On theſe grounds, therefore, we ſtrongly recommend that meaſures be taken for gradually increaſing the manufactories of biſcuit, and of cooperage Stores, at the Out-Ports, until they ſhall be made equal to the ſupply of the uſual wants of the Service at each place, diminiſhing in proportion, the manufactories for thoſe articles at Deptford; and further, that ſuch articles of Proviſions and Stores as may be furniſhed by contract, or otherwiſe, be delivered at thoſe places where they are likely to be ſooneſt wanted; by which means the important advantages of diſpatch of ſervice, and conſiderable ſaving of expence, will be gained.

Manufactories at the Out-Ports propoſed to be increaſed; and thoſe of Deptford diminiſhed.

Reſpecting the Brewery at Deptford.

There is another branch of manufacture at Deptford, requiring the conſideration of Government, which is the Brewery, from which not only the Ships in the River Thames are ſupplied with beer, but the moſt conſiderable part of what is brewed there is ſent to the Victualling Office at Chatham, for the uſe of the Ships at ordinary in that place and at Sheerneſs. This beer, owing to the badneſs of the water, or from its being ſo frequently moved, or other cauſe which we have not been able to aſcertain, is found to be ſo extremely bad in quality, that of the beer brewed at Deptford, the quantity condemned, annually, is conſiderably greater than what is condemned of the beer brewed at all the other Breweries in Your Majeſty's Service.

We alſo underſtand that the beer at Deptford coſts five Pounds per tun, and that, if to this ſum be added the value of the immenſe quantity annually condemned, the expence of the ſerviceable beer obtained from the Public Brewery at Deptford, cannot be eſtimated at leſs than ſix or ſeven pounds per tun; whereas, the beer ſupplied at Yarmouth by Contractors, coſts only four Pounds two Shillings per tun, and the Contractors are liable to the loſs ariſing from all that may be condemned.

We are therefore inclined to think that it would be attended with advantage for the Victualling Board to contract for the neceſſary ſupplies of beer to the Ships at Chatham, Sheerneſs, and in the Thames, aboliſhing altogether, in ſuch caſe, the Brewery at Deptford; but though we ſuggeſt this meaſure, we think the Victualling Board, before adopting it, ſhould take means for diſcovering to what cauſe the inferiority of the quality of the beer is really imputable, as in caſe the quality can be improved, and the expence of brewing it at Deptford leſſened, which we have too much reaſon to fear will not be practicable, it would not be right to loſe the benefit of the money which has been expended in erecting that Brewery, by contracting for the ſupply now furniſhed from thence.

SECOND

SECOND HEAD.

Under this Head we propoſe ſhewing,

That, ſo far from any advantages ſuperior to thoſe at the Out-Ports being derived at Deptford from the different ſyſtem of management there, the buſineſs is not, in many particulars, ſo well conducted; but that, by placing it on the footing of an Out-Port, under the improved ſyſtem recommended by us, the exiſting defects will be wholly remedied.

On this ſubject, though much might be ſaid, and many inſtances adduced of the looſe method of conducting the buſineſs at Deptford, yet for the ſake of brevity, we ſhall confine ourſelves to a few caſes in which the Public intereſt is moſt concerned.

More defects exiſting at Deptford than at the Out-Ports.

Beſides the evils pointed out by us in the management of the buſineſs at the Out-Ports, moſt of which exiſt at Deptford, there are ſeveral others, of equal magnitude, peculiar to that Eſtabliſhment; which ſufficiently ſhew that the increaſed expence is not the greateſt of the injuries reſulting to the Public from the preſent ſyſtem of management under which the Deptford eſtabliſhment is conducted.

Among thoſe defects peculiar to Deptford, the important duty of receiving and iſſuing Stores is conducted in a way by no means calculated to protect the Public intereſts.

Receipt of Stores.

Want of check as to quality.

The only caſe in which the good quality of Stores, delivered by Contractors, is enſured by the joint inſpection of the Clerk of the Check and the Storekeeper, and Maſter of the trade to whoſe department the Stores relate, is in the inſtance of the Malt and Hops, the receipt of which is attended by the Maſter Brewer, in ſo far as reſpects the examination of the quality; in other caſes, the quality is examined by the Clerk of the Check and Storekeeper only; in many indeed the Clerk of the Check does not attend himſelf, but ſends one of his Clerks; and, with reſpect to the quality of ſtaves and other cooperage Stores, though the opinion of the Maſter Cooper alone is not altogether conſidered final, yet the inſpection of the Clerk of the Check is more a nominal than a real check on their good quality, as it is only occaſionally that he attends to examine them.

Want of check as to quantity.

With reſpect to the mode of taking Accounts of the quantity of Stores received, a duty which is of equal importance with the examination of the quality, it is in a ſtill more imperfect ſtate.

It is true that the quantity of Stores received from Contractors, with the exception of all cooperage Stores (but iron hoops) be taken an account of by a Clerk from the Clerk of the Check's office, and another from that of the Storekeeper, to whoſe department the articles relate, with a view to enable the former to examine and ſign the bill or certificate made out by the Storekeeper in favour of the Contractor; but all Stores received from any other quarter, ſuch as from other Ports, from Tranſports, or Ships returning Stores, or otherwiſe, are left entirely to one of the Clerks of the Storekeeper to whom they are delivered, to take an account of the quantity; and, with reſpect to all the cooperage Stores, except iron hoops as before-mentioned, whether received from Contractors, or Ships, or from any other quarter, they are not attended by any Clerk from the Check Office, nor even are they taken account of by any of the Maſter Cooper's Clerks, the quantity received being reported by the Labourers called Tallymen, to the Maſter Cooper's Clerks, who from that report make out, if the Stores were received on contract, a bill for the Contractor, of the accuracy of which, though ſigned by the Maſter Cooper and Clerk of the Check, it is clear thoſe Officers have no means of judging.

Iſſues of Stores.

Want of check.

With reſpect to the iſſue of Stores, the Clerk of the Check at Deptford, in no caſe whatever, takes account of the quantity of Stores iſſued by any of the Storekeepers; nor does ſuch Storekeeper ſend any Clerk to take an accurate account thereof (excepting ſome of the Stores iſſued by the Clerk of the Brewhouſe, on which occaſions one of his Clerks attends) but this duty is wholly entruſted to the Foreman and Tallyman, who report to the Clerks of the reſpective Storekeepers the quantity of Stores iſſued on each occaſion, from whoſe Report the Clerks make up the papers neceſſary to form the bills of lading and other Accounts of the iſſue.

From this method of conducting buſineſs, the cargoes of Proviſions very frequently diſagree with the bills of lading or invoices, and other vouchers relating thereto.

Want of check in the Store Accounts.

Further, there is not the ſmalleſt check whatever at Deptford on the truth of the ſtatements contained in the ſeveral Store Accounts, in ſo far as regards the iſſue, and in ſome caſes, the receipt of Stores. Even the receipts of the Purſers and other parties are not required as evidence to the Accounts.

Thus each Store Account is tranſmitted to the Board without any other officer of the Yard, except the Accountant himſelf, knowing any thing of the matters which it

contains, or having the means of correcting or vouching any of the ſtatements rendered in it.

Remedy.

The whole of theſe evils will, however, be effectually remedied by placing Deptford on the footing of an Out-Port, under the regulations contained in the ſubſequent Inſtructions.

Diſadvantages of Workmen being entered to work in exclusive branches.

Another material diſadvantage peculiar to Deptford, is the circumſtance of the vaſt number of labourers employed on that eſtabliſhment (ſometimes amounting to eight or nine hundred, beſides artificers and other deſcriptions of working men) being entered to work, excluſively, in particular branches, under the reſpective Storekeepers.

Appendix, N° 137. 30th December 1807.

Thus, for example, the Hoytaker has at preſent in the employ of the Wharf one hundred labourers; the Clerk of the Cutting-houſe, ninety-ſix; the Clerk of the Dry Stores, one hundred and ſeventy; the Clerk of the Brewhouſe, one hundred and ſeven; and the Maſter-Cooper, the enormous number of three hundred and ninety-eight—inſtead of the whole being engaged for general ſervice, and employed on ſuch work as may be moſt urgent: this not being the caſe, the men feel a great reluctance to aſſiſt in carrying on the work in any other branch than the one for which they were entered, and therefore they are ſeldom required to do ſo, however little buſineſs may be going on in their own, or however preſſing the buſineſs in any other branch of the department may be; conſequently a great loſs of labour enſues:—Whereas, if they were entered for general purpoſes, to work in any branch of the Eſtabliſhment which might be required of them, agreeably to the practice in Your Majeſty's Dock Yards, we are of opinion that their numbers might be greatly reduced, and the duty of the department much better and more expeditiouſly executed than at preſent.

We think alſo, that the number of Day Coopers, &c. from their being employed excluſively under the Officers of the reſpective branches, greater than will be required under the propoſed ſyſtem.

More Workmen employed at Deptford than neceſſary. Reduction propoſed.

In fact, when we conſider that the total number of labourers and others employed at Deptford amounts to 1,400 men, while at Plymouth, where very nearly an equal quantity of Stores is received and iſſued, and where (with the exception of the Cooperage) the duties are much more arduous in their nature, it conſiſts only of 200 men. We have no heſitation in giving our decided opinion, that there are frequently borne at Deptford a great many more workmen and labourers, probably to the amount of two or three hundred, than the Public Service can render neceſſary under the ſyſtem and regulations we have propoſed.

A few confidential Labourers ſtill neceſſary for each Department.

But, though we recommend that the workmen ſhould be entered, generally, to be employed on whatever ſervice may be thought neceſſary, yet we do not mean to preclude each Officer and Maſter of Trade from ſelecting, with the approbation of the Agent, ſuch a number of the moſt ſkilful and truſtworthy labourers as ſhall from time to time be found neceſſary to be employed wholly in their reſpective ſtorehouſes or departments; a meaſure which we think it will be wiſe and neceſſary to adopt.

Inutility of the Treaſurer's Clerks attending the payment of the Yard.

The payment of wages to the Eſtabliſhment at Deptford is made by two Clerks from the Treaſurer of the Navy's Office, on a Pay Liſt preſented to them by the Clerk of the Check at Deptford; which Pay Liſt it is incumbent on us to ſtate is examined by no perſon whatſoever in London or elſewhere, either before or after ſuch payment takes place, other than the Clerk of the Check himſelf; and thus there is no check provided againſt miſtakes in ſuch payment. It is true a monthly calculation of the value of the tale-work performed by the Block-coopers and Sawyers is made jointly by the Maſter Cooper and Clerk of the Check, in order to furniſh theſe men with tickets to borrow money on: but this does not by any means extend to the whole, or if it did, is not ſufficient proof of the accuracy of the document upon which the payment proceeds.

It is evident, therefore, that the Treaſurer's Clerks are no check whatever on the propriety of the diſburſements made by them, becauſe they have no means of judging thereof: and, in our opinion, their attendance in this caſe at Deptford is as unneceſſary as at Plymouth, or any other Out-Port, where it is not the practice for the Treaſurer's Clerks to attend. We therefore propoſe, that the Wages at Deptford be paid in future by the Clerk of the Check.

Impropriety in the Cutting-houſe.

The impropriety of the ſyſtem under which the Cutting-houſe at Deptford is conducted is neceſſary to be noticed.

The ſuperintendence of the buſineſs of ſlaughtering the Oxen and Hogs, of meſſing, ſalting, and packing the Beef and Pork, is committed to a Clerk Officer and his Clerks, whom we do not ſuppoſe, from their previous habits, are in general likely to be qualified for this duty. There is indeed a perſon at Deptford, called Maſter Butcher,

Butcher, who attends the Cutting houſe occaſionally, but who, we underſtand, is neither competent to nor required to interfere much with the duties thereof. We therefore ſuggeſt the propriety of ſelecting an active, ſkilful, and truſt-worthy man, in the character of a Maſter Butcher, capable of undertaking the management of the whole buſineſs of the Cutting-houſe, in the ſame manner as the Maſter Brewer and Maſter Baker are required to conduct their different departments, and of relieving the Storekeeper from all concern in the operative part of the buſineſs.

An Officer of this deſcription would be uſeful in judging of the quality of Contract Beef and Pork, and of the beſt method of preſerving all Stores relative to that department, and we have accordingly prepared for him ſuch Inſtructions as are applicable to the nature of his duty.

An impropriety alſo exiſts reſpecting what is termed the Offal in the Cutting-houſe, conſiſting of tongues, legs, ſhins, marrow-bones, &c. &c. ariſing from the oxen ſlaughtered, which are ſold at prices much below their value to Perſons of all deſcriptions belonging to the Victualling Office in London, and the Eſtabliſhment at Deptford, and the Out-Ports, each of whom receives a ſhare of thoſe articles in proportion to his rank and ſtanding in the Service; and we are of opinion that this practice, which occaſions a conſiderable loſs to the Crown, ſhould be altogether aboliſhed, and we have therefore propoſed, in the following Inſtructions, that in future, all ſuch offal be ſold by contract to the beſt advantage.

Victualling Yard at Deptford propoſed to be placed on the footing of an Out-Port.

Having thus, we truſt, ſtated ſufficient facts and reaſons to ſhew that the duties performed at the Victualling Yard at Deptford are not more laborious nor arduous than at the Out-Ports, even with the extenſive Eſtabliſhment now at that place, and that it will be attended with advantage to diminiſh that Eſtabliſhment, we muſt ſtrongly recommend, that the Victualling Yard at Deptford be placed on the footing of an Out-Port, and that the Officers be accordingly governed by the propoſed Inſtructions which are adapted to that ſyſtem. The advantages which will reſult from this change will be the following:

Advantages thereof.

Separation of the Duties relating to Caſh from thoſe relating to Stores.

That, inſtead of the ſeveral Officers ſuperintending the different branches relating to Stores, being each of them the Accountant for Stores, as well as Caſh, in his own department, the propoſed arrangement will place the Accountants of Caſh in charge of the Clerk of the Check, and thoſe of Stores in charge of the Storekeeper, who will thereby be a check on each other; both, however, being under the ſtrict controul of the Agent:

One Caſh Accountant inſtead of five.

That, inſtead of five different Accountants for Caſh; viz.

The Superintendent,
Clerk of the Brewhouſe,
Clerk of the Cutting-houſe,
Clerk of the dry Stores, and
Maſter Cooper,

each keeping ſeparate Accounts, and receiving ſeparate Impreſts, there will in future be only one, the Clerk of the Check, whoſe reſponſibility we propoſe ſhall be enſured by adequate ſecurity, and whoſe Accounts will be ſtrictly checked on the ſpot by the Agent:

One ſet of Store Accounts inſtead of five.

That, inſtead of five different ſets of Store Accounts being tranſmitted to the Victualling Board, without examination or atteſtation of any kind, other than that of the Perſons by whom they are kept, there will in future be only one Account, comprehending every poſſible tranſaction relative to Stores, vouched by other written documents; which Account will be made up by the Storekeeper; its entries will be checked by the Clerk of the Check; and it will be minutely examined and audited by the Agent; ſo that it is ſcarcely poſſible it ſhould be rendered to the Victualling Board in an incorrect ſtate:

Check and controul more effectual.

Accounts more eaſy to keep and examine, more accurate and better vouched.

That the Accounts will be more eaſy to keep, and more accurately to be relied on; their examination much facilitated, and the checks much more effectual:

Saving of conſiderable expence by reduction of Officers and Clerks.

And, finally, that theſe advantages, which would well authorize an increaſe of expence, will, on the contrary, be accompanied with a conſiderable ſaving; inſtead of an eſtabliſhment of eight principal, and ſeven ſubordinate Officers, with thirty Clerks, no more than three principal and eight ſubordinate Officers, with ſeventeen Clerks, will in our opinion be neceſſary.

In this reduction of Officers will be included that of the Clerk of the Iſſues at the Victualling Office in Town, the connection between whoſe duties, and the preſent ſyſtem at Deptford Yard, has already been ſufficiently explained.

The

The following Statement will shew the present, and proposed, Establishment of Officers and Clerks at the Victualling Yard at Deptford.

PRESENT ESTABLISHMENT.			PROPOSED ESTABLISHMENT.		
Quality of Officers.	Number borne of Officers.	Clerks to each Officer.	Quality of Officers.	Number borne of Officers.	Clerks to each Officer.
Principal Officers:			**Principal Officers:**		
Superintendent	1	2	Agent Victualler	1	2
Hoytaker	1	3	Clerk of the Check	1	8
Clerk of the Check	1	6	Storekeeper	1	8
- - - - - - Cutting-houſe	1	4			
- - - - - - Dry Stores	1	3			
- - - - - - Brewhouſe	1	5			
Maſter Cooper	1	4			
Clerk of the Iſſues	1	3			
Total of Principal Officers	8		Total of Principal Officers	3	
Subordinate Officers:			**Subordinate Officers:**		
Maſter Brewer	1		Maſter Cooper	1	1
- - - Baker	1		- - - Brewer	1	
- - - Butcher	1		- - - Baker	1	
Principal Boatſwain	1		- - - Butcher	1	
- - - - - Stevadore	1		Principal Boatſwain	1	
Inſpector of Works	1		- - - - - Stevadore	1	
Porter	1		Inſpector of Works	1	
			Porter	1	
Total of Subordinate Officers and Clerks	7	30	Total of Subordinate Officers and Clerks	8	19

Title of the Chief Officer at Deptford ſhould be changed from Superintendent to "Agent Victualler."

We have already mentioned in our Tenth Report, that the object in view, by the appointment of a general Superintendent at Deptford, was wiſe and judicious; and the inveſtigation which we have ſince made into the Syſtem at Deptford confirms us in that opinion, circumſtanced as that Eſtabliſhment was at the time the appointment took place; but, having found it neceſſary to recommend that that Syſtem ſhould be entirely altered, and the Eſtabliſhment placed on the footing of an Out-Port, it will alſo be neceſſary to denominate the Officer, now called the Superintendent, "Agent "Victualler," and to commit to him the ſame controul of every part of the Service carried on at Deptford as we have recommended for the ſeveral Agents at the Out-Ports, which will, we hope, be found beneficial to Your Majeſty's Service.

PART III.—GENERAL REMARKS.

HAVING explained at conſiderable length the reaſons by which we were induced to propoſe to Your Majeſty a change of ſyſtem in the conduct of the different Victualling Eſtabliſhments at the Out-Ports and at Deptford, we have now to offer a few general Obſervations on this branch of the Public Service, not ſo connected with the conduct of the Officers in their reſpective ſtations, as to admit of their being provided for in the ſubſequent Inſtructions.

Surveys of Stores.

The important precaution of holding frequent ſurveys on the remains of Stores at each Port having by no means been ſo much attended to in this branch of Your Majeſty's Service as ſeems to us to be neceſſary, we have been very particular in our propoſed Inſtructions to the Officers on this head.

Eighth Report, page 570.

The Commiſſioners of 1788 recommended that they ſhould be held every three months, which in our opinion is unneceſſary, and in war time, impoſſible, except with regard to the cooperage ſtores; ſurveys on which may be held quarterly.

In

In other cafes, we have propofed that an annual furvey be taken of the quantity of Stores remaining at each Port, and on no account difpenfed with; and we further recommend that, in cafe it fhould at any time be alledged by the Officers at any of the Ports, that the exigency of the current bufinefs prevents the holding of fuch furveys at the prefcribed periods, the Victualling Board fhall fend fuch extraordinary affiftance to that Port as the cafe may appear to them to require, in order that this important Service, without which all Accounts are nugatory, may be on no pretence neglected.

Mafter Miller propofed to be appointed at Plymouth.

There is a perfon of confiderable ufe at Portfmouth, called Mafter Miller, who has alfo charge of the Granary at that Eftablifhment; but at Plymouth, the Mill is only attended to by a labouring man, who has no concern with the Granary. We therefore think it would be advantageous to the Service to appoint a Mafter Miller and Granary Man at Plymouth, with the fame falary as the Mafter Miller at Portfmouth.

Mode of contracting for Bavins propofed to be changed.

The method of contracting for Bavins at Portfmouth, by ftipulations to pay a particular fum for each bag or hundred weight of bread baked, having been ftated to us to be more advantageous than the mode adopted at the other Ports, by contracting to pay for the number of Bavins delivered. We recommend that the practice at Portfmouth in this refpect be made general; which we think will be attended with confiderable faving of trouble in the reception of thefe Stores, by obviating the neceffity of keeping any account thereof, as well as the trouble of difpofing of the afhes or fmall coal.

Chips propofed to be abolifhed.

The practice prevails at Deptford and Portfmouth of carrying out two or three times a week, bundles of chips, ends of ftaves. &c. by the Block Coopers and others in the Cooperage, which is attended with confiderable expence to the Crown. They pay 7*d.* for each bundle, which the prefent Mafter Cooper at Deptford (in very properly recommending the abolition of the practice) ftates would fell for 3*s.* But independently of this, moft of the reafons fo forcibly urged by the Commiffioners of Land Revenue, in their Eleventh Report, againft this practice in the Dock-yards, apply equally to the Cooperage; and we are therefore of opinion all the offal arifing in the Cooperage, fhould be fold to the beft advantage, and that the allowances inferted in the fubfequent Table of Day Pay, be granted in lieu thereof, to the defcription of workmen therein mentioned, whether employed by the day or piece.

Tap propofed to be taken from the Perfons in public employ.

An advantage is now derived by the Porter at Deptford and the Storekeeper's Clerk at the Brewery at Portfmouth, which we recommend fhould be abolifhed. They are each allowed the profits of a Tap at thofe Yards, which we conceive places their intereft and their duty at variance. It is their intereft that the workmen and labourers fpend as much money and time as poffible in drinking in the Tap, while it is the duty of every Officer in the Eftablifhment to prevent them from idling away their time. We therefore propofe, that in future, the Victualling Board appoint a fit perfon at each Yard to keep the Tap-houfe under ftrict regulations; but that in no cafe fuch perfon be borne in any capacity on the Eftablifhment.

Alfo Contracts for Horfes for pumping.

In the courfe of our inveftigation, we have alfo found that the Mafter Brewers at the different Ports are allowed to derive profit from having the Contract for furnifhing Horfes, to raife water for the brewery, &c. We are clearly of opinion, that neither thofe Officers, nor any other perfons belonging to the Eftablifhment, ought to have any concern in Contracts of any defcription whatever, and therefore recommend that this practice be abolifhed.

Subfiftence Money propofed to be allowed the Workmen.

The benefits which have been experienced, and the great fatisfaction given to the workmen of all defcriptions in Your Majefty's Dock-yards, by the adoption of our fuggeftion for paying them weekly, a proportion of their earnings as fubfiftence money, induces us to recommend the extenfion of this accommodation to the Coopers and other workmen employed in the feveral Victualling Eftablifhments, in the proportions fet forth in the fubfequent Inftructions.

Arrangement of the Victualling Premifes at Deptford propofed to be improved.

In viewing the Victualling Premifes at Deptford, we were forcibly ftruck with the want of judgment fhewn in appropriating the ground for the erection of the Buildings. We therefore recommend, that the Victualling Board fhould employ fome fkilful perfon to furvey thofe premifes, and make a plan of fuch improved arrangements as they may be capable of, with an eftimate of the expence, in order to enable that Board to judge of the propriety of undertaking the improvements which may be fuggefted. We think it right however to remark, that the Superintendent has a houfe and offices allotted to him on the Wharf, clofe to the water fide, the place certainly the beft adapted for the reception of Stores. We therefore cannot avoid recommending, that the premifes allotted for the Superintendent, fo conveniently fituated

on the Wharf, be converted into Storehouſes; and that in future the chief Officer of this Eſtabliſhment be accommodated in one of the houſes, which will become vacant by the reduction of the Storekeepers and other Officers at Deptford.

The additional Storehouſes which will be thus acquired, and other improvements which may be made, will, we are of opinion, afford room for lodging all Proviſions and Stores which it may be neceſſary to retain in the River, both for the Army and Navy, and, enable Government to diſcontinue the Victualling Eſtabliſhment at St. Catherines for the Army Stores.

Reſpecting Apprentices to Coopers.

In our Third and Eighth Reports we have ſtated our opinion, and ſuggeſted regulations with reſpect to Apprentices of all deſcriptions in Your Majeſty's Dock-yards, it now remains for us to point out what will be neceſſary to be done, in order to extend and adapt thoſe regulations in part to Apprentices to the Coopers in Your Majeſty's Victualling Eſtabliſhments.

The nature of Coopers work being ſo different from that of Shipwrights and other Artificers in Your Majeſty's Dock-yards, and the number of Coopers employed in the Victualling Eſtabliſhments, even in time of war being very uncertain, fluctuating according to the exigency of the Service; in conſequence alſo of moſt of the Coopers being at the end of the war immediately diſcharged, we find a difficulty in recommending generally any ſpecific number of Apprentices in proportion to the Coopers employed, as we have propoſed with reſpect to Apprentices to Artificers in the Dock-yards; for, in conſideration of there being but few Coopers employed in time of peace, it is not poſſible or even neceſſary, indeed, to propoſe ſuch a number of Apprentices as would be adequate to afford at all times the requiſite ſupply of Coopers; we therefore are of opinion, that ſuch a number only of regular Apprentices ſhould be allowed, as will admit of one in four of the good and deſerving Block Coopers, whom it may be neceſſary to retain in peace, to receive the advantage of an Apprentice as an encouragement to remain conſtantly in Your Majeſty's Service; ſuch Apprentice to be bound and indentured in the manner and upon the principles recommended in our Third and Eighth Reports, reſpecting Apprentices to the workmen in the Dock-yards; and that in war time, the practice now in uſe ſhould be continued, of indulging, at the diſcretion of the Commiſſioners of the Victualling, a proper number of the beſt and meritorious Block Coopers, to bring one ſon or near relative, of a proper age and ſize, and regularly indentured as an Apprentice, to work with them, they being in all reſpects reſponſible for the proper performance of the work on which their ſons or relatives may be employed, and for their not deſtroying or waſting the materials.

No Apprentices to be allowed Officers.

In conformity with what is propoſed in the Supplement to our Sixth Report, reſpecting the inferior Officers of Your Majeſty's Dock-yards, we alſo recommend that no Officer, Maſter Tradeſman, or Foreman in the Victualling Eſtabliſhments, be allowed to derive any emolument or advantage whatever from Apprentices; but that in lieu thereof, they be allowed fixed ſalaries as follows; and that the Apprentices be transferred over to Government during the remainder of their Apprenticeſhip, the Public deriving the advantage of their labour. The following ſalaries are in moſt caſes as near to their preſent allowances as practicable.

	£.
DEPTFORD:	
First Foreman of Coopers - - -	200
2 - - - - - - - -	180
3 - - - - - - - -	160
1 Leading Man (now called Lord of the Block) - - - - - - -	130
2 - - - - - - - -	120
3 and Foreman of Sawyers - - -	110
4 - - - - - - - -	100
PORTSMOUTH and PLYMOUTH:	
First Foreman of Coopers - - -	160
2 To be employed at Portſmouth and Plymouth detached from the Cooperages at Weevil and Southdown -	130
Leading Man of Coopers - - -	120
Foremen of Coopers at Dover and Chatham	140

When, according to our propoſal, the number of Coopers at Deptford ſhall have been diminiſhed, and the number at the Out-Ports increaſed, it will of courſe be neceſſary to leſſen the number of inferior Officers at Deptford, and increaſe the number at the Out-Ports; under which circumſtances, we think the Officers at all theſe Victualling Eſtabliſhments ſhould be put upon the ſame ſcale of ſalary; that is, forming an average between the ſalaries now propoſed for thoſe at Deptford and for thoſe at the Out-Ports; which are adapted to the preſent Eſtabliſhment.

Foremen

Foremen of the Storehouſes, who muſt be required, like thoſe in the Dock-yards, to give Bond in the ſum of £. 200. with two ſufficient ſureties. The neceſſary number of Foremen muſt be ſelected by the Storekeeper, with the approval of the Agent, and ſubject to the final appointment of the Victualling Board, according to the magnitude and ſituation of the reſpective Storehouſes - - - - -	£. 120 each.		
			Per Day. s. d.
Leading Men of Labourers, now called Foremen or Boatſwain's Mates, in the proportion of one to about every 40 Labourers employed - - - - - -	When ſuperintending Men employed by the Day -	Summer -	3. 0. } 4 d. per hour extra.
		Winter -	2. 6. }
	D°, on Piece-work - -	Summer -	3. 6. } 5 d.
		Winter -	2. 9. }

At all the Victualling Eſtabliſhments the Service is in a conſiderable degree impeded by the circumſtance of no wine, ſpirits, or tobacco, &c. being permitted to be received or iſſued at the Out-Ports, without the attendance of an Officer of the Cuſtoms as well as of the Exciſe; but, at Deptford, the reſtrictions are ſtill greater; for, although both the Revenue Officers may be preſent, no receipt or iſſue can take place until ſpecial permiſſion is obtained from the Boards of Exciſe and Cuſtoms, in conſequence of a particular application to each of thoſe Boards by the Commiſſioners of the Victualling; before, however, the routine from the Officers at Deptford to the Victualling Board, from that Board to each of the Revenue Boards, and from each of thoſe Boards to their reſpective Officers, is gone through, conſiderable delay to the Service is frequently experienced.

Diſadvantages of the Wine, &c. being under the Lock and Key of the Cuſtom and Exciſe Officers.

This inconvenience was noticed by the Commiſſioners of Enquiry in 1788, in their Eighth Report, who recommended ſome relaxation on the part of the Revenue Boards; but although repeated applications have been made by the Commiſſioners of the Victualling on this ſubject, the two Revenue Boards have ſtill thought it right to adhere to the uſual practice.

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We therefore cauſed the Letter, inſerted in the Appendix, to be written to each of thoſe Boards, explaining wherein the inconvenience to Your Majeſty's Naval Service conſiſts, and how it occurred to us it might be remedied, without in the leaſt endangering the Revenue; however, as the Commiſſioners of the Cuſtoms, who favoured us with an anſwer, do not ſeem to concur altogether in this opinion, but recommend a partial remedy only, we would ſuggeſt to Your Majeſty, that unleſs Government ſhould ſee it neceſſary to make further improvement in this branch of the Service, the remedy propoſed by the Commiſſioners of the Cuſtoms be adopted, to the extent at leaſt of cauſing an Officer of the Exciſe, and another from the Cuſtoms, to attend as far as poſſible, conſtantly, during the uſual Office hours, with power to permit, without previous application to their reſpective Boards, the reception or iſſue of wine, ſpirits, tobacco, and other Stores falling under their care, in ſuch quantities as the Service may require.

Appendix, N° 138.

Remedy ſuggeſted.

Appendix, N° 139.

We think it right in this place to obſerve, that each of the departments of Your Majeſty's Service, connected with Naval Affairs, except that of the Victualling, is ſuperintended by an Officer in the Navy. The controul of the Dock-yard, Naval Hoſpital, and Tranſport Service, at each Port, is entruſted to a Captain in Your Majeſty's Navy; and as by the regulations propoſed by us for the conduct of Your Majeſty's Victualling Service, we had it particularly in view to eſtabliſh, in the perſon of the chief Officer, an effectual controul over every branch of duty carried on in the Eſtabliſhment, and have therefore, in order to enable him to exerciſe this controul, propoſed that he ſhould be exempted almoſt entirely, not only from keeping Accounts, but alſo from all unneceſſary writing, we are of opinion, under theſe circumſtances, that the deſired ſuperintendence and controul would be more complete, if veſted in an active and zealous Captain in Your Majeſty's Navy; and therefore, without any imputation on the conduct of the perſons now placed as chief Officers at the ſeveral Ports, we feel it our duty to ſuggeſt to Your Majeſty's conſideration the propriety of filling thoſe important Offices, as they ſucceſſively become vacant, by a Captain in the Navy, properly qualified for the ſituation.

Captains in the Navy ſuggeſted as proper perſons to be Agent Victuallers.

We conceive that from his rank and previous habits, an Officer of this deſcription would be better qualified to co-operate with the Commander in Chief at the Port, and the reſpective Captains, in the equipment of Your Majeſty's Ships; and from his knowledge of the buſineſs of ſhipping, proviſions, &c. enſure greater diligence, in expediting the Veſſels with the neceſſary ſupplies to the Ships, than can be expected from a Clerk

a Clerk Officer: by his authority and frequent viſitation of every part of the premiſes, he would be more likely to enforce conſtant and ſtrict attention to duty in every reſpect, and obedience to orders on the part of the other Officers, their Clerks, inferior Officers, and others, than thoſe perſons would be diſpoſed to yield to the orders of one who had formerly probably been himſelf in thoſe ſituations; and by his rank, the Contractors for Stores, Lighterage and Craft, as well as Maſters of Ships, Hoys, &c. in the Victualling employ, would be more likely to ſtand in awe of his authority, than they would of that of an individual with whom they might have ſerved, or been acquainted, while in a ſubordinate ſituation.

For theſe and other obvious reaſons, we think the truſt neceſſarily repoſed in an Agent Victualler, would be more advantageouſly committed to a zealous Captain in the Navy than to any other perſon.

Superannuation of Workmen.

The diſabled, infirm, and aged workmen in Your Majeſty's Dock-yards, are ſuperannuated and allowed Penſions, according to certain rules, fixed by Your Majeſty's Order in Council of the 6th of October 1802, as ſtated in our Eighth Report; but no regular ſuperannuation has hitherto been fixed for artificers and workmen, under ſimilar circumſtances, in the Victualling Eſtabliſhments, it having been left to the diſcretion of the Victualling Board to propoſe to the Lords of the Admiralty, to afford them, in each caſe, ſuch relief as they might think proper; we therefore recommend, in order to encourage deſerving men to ſerve conſtantly in the Victualling Eſtabliſhments, as well as to aſſimilate the different Naval Departments, that Your Majeſty would be graciouſly pleaſed to extend this reward for long and faithful paſt ſervice, to the artificers and workmen employed in the Victualling Eſtabliſhments; and that ſuch workmen as ſhall have ſerved therein thirty years in ſucceſſion (unleſs the ſucceſſive Service ſhall have been interrupted, by their having been diſcharged in conſequence of a reduction in the Eſtabliſhment or other ſatisfactory cauſe, in which caſe thirty years Service in the whole, ſhall be conſidered as giving them pretenſions to this indulgence) as well as ſuch as ſhall be rendered incapable of labour before that time, by injuries received in Your Majeſty's Service, be granted ſuperannuation, and allowed Penſions, according to the following rates;—

Cooper's - - - - Sawyers - - - -	£. 20. per annum.	Or if the Parties, either from length of Service or from injuries they may have ſuſtained in a faithful and diligent diſcharge of their duty, ſhall merit particular indulgence, at the diſcretion of the Lords Commiſſioners of the Admiralty - - - -	£. 24. per annum.
Gate and other Warders - - -	£. 15.	- - - - -	20. —
Labourers of all deſcriptions - -	£. 10.	- - - - -	15. —

Allowance to Widows of Workmen killed.

We further recommend that when a workman, belonging to any one of Your Majeſty's Victualling Yards, ſhall be killed by accident, when employed on the public Service, his widow, if he leave one, be allowed, during her widowhood, half the amount of the rate of ſuperannuation propoſed for the deſcription of workmen to which her huſband belonged.

Wages of the Workmen in the Victualling Yards.

In our Third and Eighth Reports, we entered at conſiderable length into the principles upon which we judged it expedient that the prices of talk work and rates of day pay, ſhould be fixed for every deſcription of artificers in Your Majeſty's Dock-yards. In the Victualling Service we find, that the wages of workmen and labourers have not, for a great length of time, been regulated.

Fictitious mode of paying them.

The conſequence has been, that a fictitious mode of paying the workmen in the Victualling Yards has been introduced; for inſtance, it has been traced that the pay of the Coopers was two Shillings and Sixpence a day (the preſent allowance) ſo far back as the year 1677; but in order to make up of late years, for this inſufficient pay, the men have been allowed extra at the nominal rate of Sixpence per hour, for the extra time before and after the uſual working hours, reckoning, however, every extra hour as two, which produces this incongruity, that for the common working hours, the Coopers are paid at the rate of three Pence per hour, but for the extra hours at the rate of one Shilling per hour, or four times as much as for the common working hours.

1803.

The

The Pay of the Labourers alſo at Deptford being too ſmall, compared with the general price of labour in the vicinity, the mode of making the Men attend extra time, though not actually wanted to work, has been had recourſe to, in order to give the Labourers ſome claim to extra pay, to make up for the ſmallneſs of their fixed pay for the common days labour. This fallacious mode of payment, for ſo we muſt call a practice which ſanctions payment without requiring ſufficient work in return, has been carried to ſuch lengths as to require the workmen in winter time to come into the Victualling premiſes two hours before day-light in the morning, and to remain as long after dark in the evening, during which time ſcarcely any work can be performed by them, and favourable opportunities are afforded to the Men to commit embezzlements and irregularities; we therefore recommend the following Table of Day Pay, and allowance for Extra Hours, which we think it would be proper to grant to the workmen in the Victualling Yards employed by the day; referring to the Rules, propoſed in our Eighth Report, for regulating the prices to be allowed to thoſe employed by the piece, as well as for the principles on which the workmen employed by the day are to be divided into the ſeveral claſſes mentioned in the following Table, according to their abilities and good conduct.

Propoſed Table of Day Pay for Workmen.

TABLE OF DAY PAY.

	Chip Money.	Claſſes.	WAR: Summer.	WAR: Winter.	WAR: Extra per Hour, Summer and Winter.	PEACE: Summer.	PEACE: Winter.	PEACE: Extra per Hour, Summer and Winter.
			s. d.	*s. d.*	*d.*	*s. d.*	*s. d.*	*d.*
Coopers - -	4*d.* per day	1	4 4	3 6	5½	4 0	3 2	5
		2	4 0	3 2	5	3 6	2 10	4½
		3	3 6	2 10	4½	3 2	2 6	4
Sawyers - -	4*d.*	1	3 5	2 9	4½	3 1	2 6	4
		2	3 1	2 6	4	2 9	2 3	3½
		3	2 9	2 3	3½	2 5	2 0	3
Labourers - -	3*d.*	1	2 4	1 11	3	2 2	1 10	2½
		2	2 1	1 9	2½	1 11	1 8	2
		3	1 10	1 7	2	1 8	1 6	2
Gate Warders -	None.	- -	4 6	3 7	None.	The ſame as in War.		
Patrolling D° -	- -	- -	4 0	3 6	- - -			
Stationed D° -	- -	- -	3 6	2 9	- - -			

Rounders at Deptford - - - - - - - - 2*s.* per Night.
Watchmen at all the Victualling Eſtabliſhments - - 1*s.* 6*d.*

By the ſeveral arrangements which we have found it our duty to propoſe in Your Majeſty's Victualling Eſtabliſhments at the Out-Ports and at Deptford, the ſervices of no leſs than four Officers and 33 Clerks (beſides one Officer, and his Clerks, &c. at St. Catherine's) will become unneceſſary; but as the arrangements in queſtion are not in any degree occaſioned by the miſconduct of any of thoſe individuals, we recommend that the Officers and Clerks ſo reduced, continue on their preſent allowances until Government is enabled to appoint them to other ſituations, or to allow ſuch as may be entitled thereto ſuperannuation.

How to provide for the ſuperfluous Clerks.

We do not mean, however, to ſuggeſt that theſe ſuperfluous Officers and Clerks ſhould be allowed to continue on the Eſtabliſhments in any of the Victualling Yards on the new ſyſtem, becauſe we conceive that meaſure would be attended with bad effects; we therefore propoſe, that as ſoon as the following Inſtructions ſhall be carried into execution, a ſurvey be taken on the Stores, &c. at each Port, and that the new Store Accounts be opened, and that the Storekeeper's firſt charge be made to conſiſt of the quantities then found to remain; and that the duty of each Officer be carried on thenceforward with the number of Clerks recommended by us in the following ſcheme of Salaries for each Port, employing the ſuperfluous Clerks in bringing

How to employ them.

up any Arrears of Accounts which may then exiſt, in order effectually to prevent any excuſe for the buſineſs on the new ſyſtem being ſuffered to run into arrear.

Houſes proposed to be provided for Officers.

At Deptford there are already houſes provided on the premiſes for the three Chief Officers and the Maſter Cooper; at the Out-Ports, alſo, the Agents and ſome of the Maſter Coopers and Maſter Brewers have already houſes on the premiſes; and as it is highly advantageous for the Service that at each Out-Port the Clerk of the Check and

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WE have, with very few exceptions, found the Salaries and Allowances to the Officers and Clerks, at all the Victualling Eſtabliſhments, very inadequate to the confidence

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STATEMENT, ſhewing the preſent Eſtabliſhment of Officers, Clerks, and inferior them reſpectively; and the additional Salaries propoſed by the Victualling Board, in lieu of duty at each Yard ſhould in future be carried on; with the Salaries which we recommend to

DESCRIPTION of OFFICERS, CLERKS, &c.	DEPTFORD.			PLYMOUTH.		
	Preſent Salary and Allowances;	Salary and Allowances propoſed by the Victualling Board in lieu;	Salary which we propoſe during War and Peace.	Preſent Salary and Allowances;	Salary and Allowances propoſed by the Victualling Board in lieu;	Salary which we propoſe during War and Peace.
	Subject to a Deduction of one-6th at the expiration of three years after concluſion of a Peace.			Subject to a Deduction of one-6th at the expiration of three years after concluſion of a Peace.		
	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.
Superintendent	600 — *& a Houſe, &c.*	800 — *and a Houſe, &c.*	—	—	—	—
1ſt Clerk	150 — *& Apartments.*	300 — *and Apartments.*	—	—	—	—
2d Clerk	80 —	150 —	—	—	—	—
Agent Victuallers	— —	— —	600 — *and a Houſe.*	500 — *and a Houſe.*	700 — *and a Houſe.*	600 — *and a Houſe.*
1ſt Clerk	— —	— —	250 —	300 —	350 —	250 —
2d Clerk	— —	— —	120 —	150 —	200 —	120 —
3d —	— —	— —	— —	80 —	150 —	— —
4th —	— —	— —	— —	70 —	120 —	— —
5th —	— —	— —	— —	70 —	110 —	— —
6th —	— —	— —	— —	70 —	100 —	— —
7th —	— —	— —	— —	70 —	90 —	—
1ſt Supernumerary	— —	— —	— —	60 —	75 10	—
Clerk of the Check	500 — *and a Houſe.*	600 — *and a Houſe.*	400 — *and a Houſe.*	300 —	450 —	400 — *and a Houſe.*
1ſt Clerk	200 —	300 —	250 —	150 —	220 —	250 —
2d —	120 —	200 —	200 —	90 — *and a Houſe.*	150 — *and a Houſe.*	200 —
3d —	80 —	150 —	150 —	80 —	140 —	150 —
4th —	80 —	120 —	100 —	70 —	110 —	100 —
5th —	80 —	110 —	80 —	70 —	90 —	80 —
6th —	80 —	100 —	none.	—	—	—
1ſt Supernumerary	— —	— —	80 —	60 —	75 10	80 —
2d D°	— —	— —	80 —	60 —	75 10	80 —
3d D°	— —	— —	80 —	60 —	75 10	80 —
Hoytaker	400 — *and a Houſe.*	500 — *and a Houſe.*	—	—	—	—
1ſt Clerk	150 —	250 —	—	—	—	—
2d	80 —	150 —	—	—	—	—
3d	80 —	100 —	—	—	—	—
Clerk of the Iſſues (connected excluſively with Deptford)	300 —	400 —	—	—	—	—
1ſt Clerk	150 —	240 —	—	—	—	—
2d	80 —	150 —	—	—	—	—
1ſt Supernumerary	71 10	84 10	—	—	—	—
Clerk of the Cutting-houſe	400 — *and a Houſe.*	500 — *and a Houſe.*	—	—	—	—
1ſt Clerk	150 —	250 —	—	—	—	—
2d —	80 —	150 —	—	—	—	—
3d —	78 —	100 —	—	—	—	—
1ſt Supernumerary	71 10	84 10	—	—	—	—

and Storekeeper alſo ſhould be conſtantly preſent, and ready to comply with ſuch directions as the neceſſity of the Service may occaſion, we recommend that proper dwelling-houſes ſhould be erected or procured for them on or as near the premiſes at each Out-Port as poſſible; and that, in the mean time, until ſuch buildings be provided, they be reſpectively allowed £. 50. per annum in lieu thereof; provided, however, that they reſide as near the premiſes as may be practicable.

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fidence repoſed, and the duty and attention required; we ſubjoin therefore the following Statement:

Officers, at each of the Victualling Yards under-mentioned, with the Salaries or Wages allowed the preſent; together alſo with the Eſtabliſhment of Officers and Clerks by which we propoſe the be allowed to each, under the new ſyſtem.

PORTSMOUTH.			CHATHAM.			DOVER.		
Preſent Salary and Allowances;	Salary and Allowances propoſed by the Victualling Board in lieu;	Salary which we propoſe during War and Peace.	Preſent Salary and Allowances;	Salary and Allowances propoſed by the Victualling Board in lieu;	Salary which we propoſe during War and Peace.	Preſent Salary and Allowances;	Salary and Allowances propoſed by the Victualling Board in lieu;	Salary which we propoſe during War and Peace.
Subject to a Deduction of one-6th at the expiration of three years after concluſion of a Peace.			Subject to a Deduction of one-6th at the expiration of three years after concluſion of a Peace.			Subject to a Deduction of one-6th at the expiration of three years after concluſion of a Peace.		
£. s.	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
500 — *and a Houſe.*	700 — *and a Houſe.*	600 — *and a Houſe.*	350 — *and a Houſe.*	500 — *and a Houſe.*	450 — *and a Houſe.*	300 — *and a Houſe.*	450 — *and a Houſe.*	400 — *and a Houſe.*
300 —	350 —	250 —	175 —	280 —	180 —	120 —	200 —	120 —
150 —	200 —	120 —	100 —	150 —	- -	70 —	100 —	—
80 —	150 —	- -	70 —	110 —	—	—	—	—
70 —	120 —	- -	70 —	90 —	—	—	—	—
70 —	100 —	—	—	—	—	—	—	—
70 —	90 —	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
300 —	450 —	400 — *and a Houſe.*	200 —	350 —	300 — *and a Houſe.*	150 —	250 —	220 — *and a Houſe.*
150 —	220 —	250 —	100 —	175 —	180 —	—	—	—
100 —	140 —	200 —	- -	- -	110 —	—	—	—
70 — extra 10 —	110 — extra 10 —	150 —	—	—	—	—	—	—
70 —	100 —	100 —						
70 —	90 —	80 —	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
60 —	75 10	80 —	60 —	75 10	80 —	—	—	—
- -	- -	- -	60 —	75 10	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—

Statement shewing the preſent Eſtabliſhment of

DESCRIPTION of OFFICERS, CLERKS, &c.	DEPTFORD.			PLYMOUTH.		
	Preſent Salary and Allowances; Subject to a Deduction of one 6th. at the Expiration of Three Years after Peace.	Salary and Allowances propoſed by the Victualling Board in lieu; Conclusion of a Peace.	Salary which we propoſe during War and Peace.	Preſent Salary and Allowances. Subject to a Deduction of one-6th at the expiration of three years after concluſion of a Peace.	Salary and Allowances propoſed by the Victualling Board in lieu;	Salary which we propoſe during War and Peace.
	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.
Clerk of the Dry Stores	400 — and a Houſe.	500 — and a Houſe.	—	—	—	—
1ſt Clerk	150 —	250 —	—	—	—	—
2d	80 —	150 —	—	—	—	—
3d	78 —	100 —	—	—	—	—
Clerk of the Brewhouſe	400 — and a Houſe.	500 — and a Houſe.	—	—	—	—
1ſt Clerk	150 —	250 —	—	—	—	—
2d	80 —	150 —	—	—	—	—
3d	80 —	120 —	—	—	—	—
4th	80 —	100 —	—	—	—	—
1ſt Supernumerary	71 10	84 10	—	—	—	—
Storekeepers	- -	- -	400 — and a Houſe.	300 —	450 —	400 — and a Houſe.
1ſt Clerk	- -	- -	250 —	150 —	220 —	250 —
2d	- -	- -	200 —	100 — and a Houſe.	250 — and a Houſe.	200 —
3d	- -	- -	150 —	80 —	140 —	150 —
4th	- -	- -	100 —	70 —	110 —	100 —
5th	- -	- -	80 —	70 —	90 —	80 —
6th	- -	- -	- -	- -	- -	- -
1ſt Supernumerary	- -	- -	80 —	60 —	75 10	80 —
2d	- -	- -	80 —	60 —	75 10	80 —
3d	- -	- -	80 —	60 —	75 10	80 —
Maſter Cooper	250	500 —	350 —	150	250 —	300 —
Average Profit of Apprentices	325 and a Houſe.	Apps. 325 — and a Houſe.	and a Houſe.	Apps. 200 and a Houſe.	Apps. 200 — and a Houſe.	and a Houſe.
1ſt Clerk	200 —	300 —	120 —	100 —	150 —	- -
2d	80 —	180 —	- -	- -	90 —	- -
3d	80 —	130 —	—	—	—	—
4th	80 —	100 —	—	—	—	—
1ſt Supernumerary	- -	- -	- -	60 —	75 10	80 —
2d	- -	- -	- -	60 —	—	—
Maſter Brewer	100	500 —	250 —	80 —	200 —	250 —
For raiſing Water to the Cooperage	84	—	—	—	—	—
for raiſing Wort	166 and a Houſe.	and a Houſe.	and a Houſe.	120 — and a Houſe.	120 — and a Houſe.	and a Houſe.
Maſter Butcher	50 —	50 —	200 —	—	—	—
Maſter Baker	40 —	40 —	100 —	40	40 —	100 —
	extra 5 —	extra 5 —		extra 5	extra 5 —	
Average Profit of two Apprentices	74 —	74 —		74	74 —	
Maſter Miller	- -	- -	- -	94 —	94 —	100 —
Superintendent or 1ſt Boatſwain of the Wharf	72 12	72 12	200 —	50 —	50 —	80 —
2d	- -	- -	- -	36 —	36 —	70 —
Stevadore	82 —	82 —	120 —	—	—	—
Inſpector of Works	95 11	95 11	250 —	91 5	91 5	140 —
Porter	20 —	20 —	120 —	36 —	36 —	80 —
Profits of Tap	200 —	200 —				
2d D°	- -	- -	- -	36 —	36 —	70 —
GRAND TOTALS	7,634 13	10,637 13	5,520 —	4,492 5	6,316 5	5,080 —

Officers, Clerks, &c. of the Victualling Yards—*continued.*

PORTSMOUTH.			CHATHAM.			DOVER.		
Present Salary and Allowances.	Salary and Allowances proposed by the Victualling Board in lieu;	Salary which we propose during War and Peace.	Present Salary and Allowances;	Salary and Allowances proposed by the Victualling Board in lieu;	Salary which we propose during War and Peace.	Present Salary and Allowances;	Salary and Allowances proposed by the Victualling Board in lieu;	Salary which we propose during War and Peace.
Subject to a Deduction of one-6th at the expiration of three years after conclusion of a Peace.			Subject to a Deduction of one-6th at the expiration of three years after conclusion of a Peace.			Subject to a Deduction of one-6th at the expiration of three years after conclusion of a Peace.		
£. s.	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.	£. s.
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
300 —	450 —	400 — *and a House.*	200 —	350 —	300 — *and a House.*	150 —	300 —	220 — *and a House.*
150 —	220 —	250 —	100 —	175 —	180 —	65 —	75 10	120 —
100 — Tup 150 *and a House.*	250 — *and a House.*	200 —	70 —	110 —	110 —			
80 — extra 10	140 — extra 10 —	150 —	70 —	90 —	80 —	—	—	—
70 —	110 —	100 —	—	—	—	—	—	—
70 —	90 —	80 —	—	—	—	—	—	—
70 —	90 —	—	—	—	—	—	—	—
60 —	75 10	80 —	60 —	75 10	80 —	—	—	—
60 —	75 10	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
150 — Apps. 200 *and a House.*	250 — Apps. 200 — *and a House.*	300 — *and a House.*	—	—	—	—	—	—
100 —	150 —	—	—	—	—	—	—	—
70 —	90 —	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
60 —	75 10	80 —	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
80 —	200 —	250 —	—	—	—	72 —	72 —	150 —
—	—	—	—	—	—	—	—	—
120 — *and a House.*	120 — *and a House.*	*and a House.*						
—	—	—	—	—	—	—	—	—
40 — extra 5 74	40 — extra 5 — 74 —	100 —	—	—	—	—	—	—
100 — *and a House.*	100 — *and a House.*	100 — *and a House.*	—	—	—	—	—	—
45 —	45 —	80 —	60 —	60 —	70 —	—	—	—
36 —	36 —	70 —	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
91 5	91 5	140 —	—	—	—	—	—	—
45 —	45 —	80 —	62 —	62 —	70 —	—	—	—
36 —	36 —	70 —	—	—	—	—	—	—
4,442 5	5,974 5	4,760 —	1,807 —	2,728 10	2,190 —	927 —	1,447 10	1,230 —

IN addition to the ſalaries propoſed for the Clerks in the Offices of the Clerk of the Check and Storekeeper at Deptford, we think, contrary to the opinion which we have before univerſally given on the ſubject of extra, that an extra allowance ſhould continue to be paid to the Clerks in thoſe Offices for their attendance at night, during the killing ſeaſon, to take Accounts of the oxen and hogs ſlaughtered, &c.; this duty is of a nature ſo very peculiar, that we think the preſent allowance of three Shillings and Sixpence a night ſhould be continued.

In fixing the ſalaries in the above ſcale, which we propoſe ſhall be allowed to the reſpective Officers and Clerks, we had in view, not ſo much their preſent pay and allowances, as the confidence repoſed, and the duty required to be performed in future; but a few of the preſent poſſeſſors being in the receipt of incomes ſomewhat exceeding thoſe which, in conſequence of the changes we have propoſed, we think it will be neceſſary to allow, we recommend that a compenſation be made to the perſons who now hold thoſe offices, equal to what they will be deprived of when our propoſal ſhall be adopted, conſidering that, though it would not be right to allow the advantages, enjoyed in theſe caſes by the preſent incumbents to their ſucceſſors, yet that, as the allowances in queſtion have not ariſen out of mere cuſtom or abuſe, but are ſanctioned and regular, and not exorbitant, we think that it would be unfair to aboliſh them, without making a compenſation for their loſs to the preſent poſſeſſors, no blame for miſconduct having been imputed to them.

The total amount of the increaſed ſalaries of the Officers and Clerks, whom we conſider neceſſary to conduct the buſineſs properly on the improved ſyſtem, will be eighteen thouſand ſeven hundred and eighty Pounds per annum; whereas, the total amount of the ſalaries and allowances, now allowed to the Officers and Clerks at preſent employed, is nineteen thouſand three hundred and three Pounds three Shillings; according to our propoſal therefore, after augmenting the ſalaries of thoſe Officers and Clerks whom we conſider ſufficient, the ſaving, when their numbers ſhall have been diminiſhed to the extent we propoſe, will be five hundred and twenty-three Pounds three Shillings per annum.

This, however, falls far ſhort of the ſum at which the ſaving created by the propoſed ſyſtem may be eſtimated; for, if no change of ſyſtem had been propoſed, nor any reductions been recommended, in the number of Officers and Clerks employed, it would ſtill have been equally neceſſary to have increaſed the ſalaries of the whole now employed, as it is of thoſe only whom we propoſe to retain.

Annual Saving of Expence created by leſſening the number of Officers and Clerks.

The increaſed ſalaries propoſed by the Victualling Board to the preſent eſtabliſhment of Officers and Clerks, amounted to twenty-ſeven thouſand one hundred and four Pounds three Shillings per annum; from which, deducting eighteen thouſand ſeven hundred and eighty Pounds, the amount of the ſalaries propoſed for the Officers and Clerks neceſſary on the improved ſyſtem, the ſaving created, calculated on the propoſal of the Commiſſioners of the Victualling, is eight thouſand three hundred and twenty-four Pounds three Shillings per annum.

We ſhall conclude this Report by obſerving, that, in order to render the following inſtructions applicable to all the Victualling Eſtabliſhments, it was our object that they ſhould comprehend every deſcription of duty which is carried on in any of the Yards; and, in conſequence of this extenſion, as the duty is not in all reſpects, from local ſituation and other cauſes, preciſely ſimilar at all the Victualling Yards, it will be perceived, that theſe inſtructions are more extenſive than will be requiſite at any one particular Eſtabliſhment; but, in iſſuing their inſtructions to the Officers at the different Ports, it will be eaſy for the Commiſſioners of the Victualling to omit mention of thoſe duties which may not apply to any particular Eſtabliſhment.

After we had prepared the inſtructions in queſtion, and the ſeveral forms of books and accounts applicable thereto, we tranſmitted copies thereof to each Eſtabliſhment, and alſo to the Victualling Board; calling upon the Commiſſioners and Officers to ſuggeſt ſuch alterations, additions, or curtailments, as they might think would improve them, and to point out any objections which might occur to them, in order that we might receive the opinions of the Members of that Board, as well as of all the Officers and other perſons converſant with the practical part of the buſineſs; we had, however, the ſatisfaction to find, that no material objection or alteration was ſuggeſted; on the contrary, the Commiſſioners of the Victualling, in anſwer to a letter which we wrote to them, (explaining the reaſons which induced us to think that it would be right to propoſe to place Deptford on the footing of an Out-Port) ſent us the following candid opinion. Appendix, N° 140.

"Having

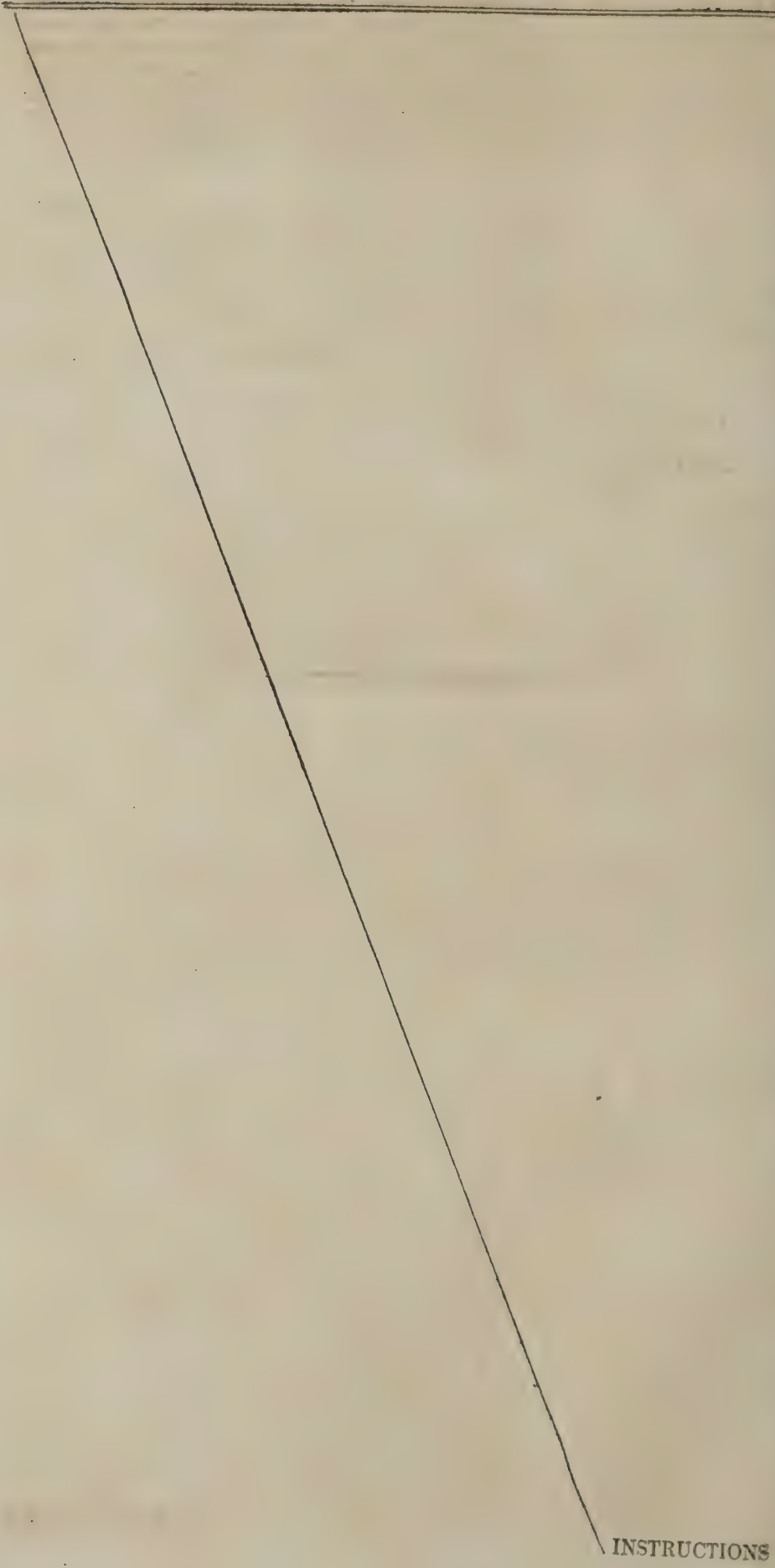
"Having given the fulleſt conſideration to all the circumſtances, detailed in your "letter of the 3d inſtant, reſpecting the Victualling Eſtabliſhment at Deptford being "in future placed on the footing of an Out-Port; we beg leave to acquaint you, that, "though we are ready to admit that we have, heretofore, entertained conſiderable "doubts, how far ſuch a change might ultimately prove advantageous to the Public "Service, we are now inclined to believe that what you have therein propoſed is cal- "culated to produce beneficial effects to the Service of this Department."

(Signed) BARHAM. (L.S.)
JOHN FORDYCE. (L.S.)
ROGER CURTIS. (L.S.)
Wm DOMETT. (L.S.)
AMBROSE SERLE. (L.S.)

Office of Naval Reviſion,
22d December 1807.

(A Copy.)
John T. Briggs,
Secretary.

INSTRUCTIONS


INSTRUCTIONS

INSTRUCTIONS and REGULATIONS

for the Guidance of the Officers of the ſeveral Victualling Eſtabliſhments at
DEPTFORD,
PLYMOUTH,
PORTSMOUTH,
CHATHAM, and
DOVER:—
in the execution of their reſpective Duties.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—AT each of His Majeſty's Victualling Eſtabliſhments, above-mentioned, the three Chief Officers ſhall have rank in the following order:

Agent Victualler,
Clerk of the Check,
Storekeeper.

2.]—The Agent is to have full authority over every Officer, Clerk, and other perſon in the Victualling Eſtabliſhment, and the chief management and controul of all the concerns thereof; and, although the various Duties, connected with the Public Service, be divided among ſeveral Officers, each of whom is to be anſwerable for the faithful diſcharge of thoſe within his own Department, yet the Agent will be reſponſible for the general economy and good order of the whole, and for the punctual and faithful diſcharge of Duty by every Officer and other perſon under his ſuperintendence. Outlines of the Agent's Duty.

3.]—In order that the Agent may have complete knowledge of the current Service, all Orders and Letters from this Board will be forwarded under cover to him; and, in like manner, all Official Letters, Reports, or other Communications, which any of the Officers or other perſons may have occaſion to make to this Office, are to be delivered to him, unſealed, and he is to loſe no time in forwarding the ſame, with ſuch remarks thereon as he may judge proper.

4.]—On receiving any Diſpatches relating to the Departments of either of the other Officers, he is to require the attendance of ſuch Officer as ſoon as poſſible (or, in caſe of the abſence of any Officer on leave, on duty, by ſickneſs, or any other cauſe, the attendance of the firſt Clerk of the abſent Officer is to be required), for the purpoſe of receiving ſuch directions as may be neceſſary for carrying into immediate execution the Orders received, furniſhing the Officers with atteſted Copies, or Extracts of ſuch parts thereof as may relate to them reſpectively; and, if at any time the Agent ſhould find it neceſſary for the good of the Service, to interpoſe his authority for temporarily ſupplying any deficiency which he may conceive to have occurred in any Orders or Inſtructions which may have been iſſued by the Board, or, if it ſhould appear to him to be for the benefit of His Majeſty's Service, that any buſineſs ſhould be performed, for which no Order may have been given, he is, when the urgency of the caſe will not admit of a reference to us, and of receiving our anſwer, to give ſuch directions to the reſpective Officers as he may judge proper, which is always to be done in writing, in order that any ſuch inſtance of interpoſition may ſtand on record, and that he may become reſponſible for the ſame; acquainting us, by the next poſt, with his reaſons, and proceedings therein.

5.]—The Agent is to be particularly careful that all Orders, whether originating with us or iſſued by himſelf, be effectually carried into execution with as much economy and diſpatch as poſſible; being always attentive that the equipment of any of His Majeſty's Ships, as far as the ſame ſhall depend upon the Victualling Department, be not retarded for want of their timely receiving the Water, Proviſions, or Victualling Stores, demanded or ordered to be ſupplied them; and alſo, when any of them are ordered to be paid off, that they be furniſhed with Veſſels for landing the Proviſions, Caſks, and Stores; on all ſuch occaſions co-operating, to the utmoſt of his power, with their reſpective Captains, in order that the Public Service may be carried on with every poſſible advantage. To this end, he is to require the attendance of the Officers or Maſters of Trades in the reſpective Departments every evening, or whenever he may think proper to conſult with them, for making ſuch arrangement as may be expedient for the employment of the men belonging to the Yard on the following day, in order that they may be divided to the beſt advantage for carrying on the Public Service, and that no time be loſt in ſetting them to work, on their coming into the Yard in the morning.

And he is, as occaſion may require, to correſpond with us on all matters connected with the Eſtabliſhment, and acquaint us with every occurrence relative thereto which it may be neceſſary to communicate; acknowledging the receipt of our Orders, and reporting from time to time the progreſs made in carrying our directions into execution.

6.]—All periodical Accounts and Returns, of whatever deſcription, ſhall, previouſly to their tranſmiſſion, be ſubmitted to the Agent for his inveſtigation and approval; for which reaſon no Caſh ſhall be diſburſed, nor Stores iſſued, on any account or under any pretence whatever, without his previous knowledge and approbation; and all Receipts, Vouchers, or other Documents, authorizing or certifying the payment of Money or iſſue of Stores,

ſhall, when ſigned and atteſted in the manner pointed out in the ſubſequent Regulations be immediately delivered to him, and remain in his hands; and he is to obſerve the greateſt care in the preſervation of ſuch Vouchers or Documents, cauſing them to be properly arranged under diſtinct heads, ſo that any one may be readily referred to; and he is, on no account, to ſuffer any of them to be returned to the other Officers, or go out of his poſſeſſion, until the accounts to which they may relate ſhall come before him for examination, when he is carefully to compare every entry therein with the Vouchers for ſupporting the ſame; and, whenever he may deem it proper to require further proof of the correctneſs of any Accounts which he may ſo examine, he is empowered to call for any Book, Account, or other Document which may be kept or made up by any Officer or other perſon in the Eſtabliſhment; but this ſtrict examination is not, however, to be required with reſpect to the Weekly Accounts or other Returns tranſmitted to this Office, as matter only of information.

7.]—In order that none of the Public Accounts, nor Books of any Office, may be ſuffered to fall into arrear, the Agent is to have acceſs thereto whenever he may think proper, and he is frequently to viſit the ſeveral Offices, to ſee that the reſpective Clerks are attentive to their Duty, and that the Principals of the reſpective Departments preſerve good order and regularity among them, occaſionally examining the Books, and aſking ſuch queſtions as may enable him to judge of the abilities of the Clerks, and whether the buſineſs of the ſeveral Offices be punctually performed; and he is to take every means in his power to enſure the various Accounts required to be rendered by the ſeveral Officers, being made up and laid before him for examination as ſoon as poſſible after the periods to which they relate.

8.]—He is to take every opportunity which his other Duties will allow of viſiting the ſeveral Store-houſes, and particularly when Stores are receiving, uſing every means in his power to detect any impoſitions which might be attempted by delivering Stores of an improper quality. He is not to ſuffer any Stores to be damaged, by lying careleſsly about the Wharf, or in any other part of the Yard, but to ſee that they are without loſs of time properly ſtowed away; and, in his viſits from time to time to the Store-houſes, he is to obſerve that all the Proviſions and Stores be arranged in the moſt judicious manner, in order that as little Store-room as poſſible may be occupied, and that the oldeſt may be moſt readily come at for being firſt iſſued, cauſing every precaution to be taken in the ſtowage thereof in the reſpective Store-houſes, to guard againſt their receiving injury by damp, vermin, or other cauſe.

9.]—He is alſo frequently to viſit the different Manufactories, to ſee that the Foremen, Workmen, and others employed therein are ſober, orderly, and attentive to their reſpective Duties; that due economy be obſerved in the expenditure and converſion of the Public Stores, and that the Services carrying on are expedited as much as poſſible, and well performed.

10.]—Finally, the Agent ſhall exerciſe the authority veſted in him, whenever he may find it neceſſary, for the purpoſe of enforcing obedience to the Orders and Regulations eſtabliſhed by us or iſſued by himſelf, to the end that every perſon may diſcharge the Duties of his Office with zeal, alacrity, and fidelity; to enſure which, he has, on ſeeing juſt cauſe, the power of ſuſpending any Officer, Clerk, Foreman, or other perſon, forthwith repreſenting to us the cauſe and circumſtances of ſuch ſuſpenſion, in order that he may receive our directions thereon; but if any of the Artificers or Labourers ſhould behave ſo as to make it improper to continue them in their employments, he is, on being ſatisfied of the fact, to diſcharge them, obſerving, that all perſons ſo diſcharged for miſconduct, are never again to be employed in or even permitted to enter the Victualling Yard, on any pretence whatever.

Outlines of the Duties of the Clerk of the Check.

11.]—The Clerk of the Check ſhall be entruſted with the Duty of atteſting the truth of all Vouchers and other Documents, required from the Storekeeper, in ſupport of any part of the Accounts rendered by him to this Office, whether relating to the receipt, iſſue, or expenditure of the Public Stores; and in all caſes where Accounts may be rendered of a nature which will not admit of their being ſupported by accompanying Vouchers, he is to certify the accuracy of ſuch Accounts on the foot of each Statement, in order that he may be a complete check on all Accounts which may be rendered by the Storekeeper; and he is particularly to obſerve that no Accounts or Vouchers, after being ſo atteſted or certified, are, on any occaſion, to be returned by him to the Storekeeper, but he is to forward them directly to the Agent; and, to enable him to make ſuch Atteſtations and Certificates with certainty, he is, invariably, when Stores are either received or iſſued, to take an exact account of the ſpecies and quantities thereof, in all reſpects, conformably to the method in which the ſame is hereinafter directed to be done by the Storekeeper.

12.]—The Clerk of the Check is alſo, under the controul of the Agent, to be entruſted with the Duty of receiving all Monies which may be due from perſons contracting for the purchaſe of Offal or other Stores, or which may ariſe from the Public Sale of any Stores, or be impreſted to him, from time to time, by us; and he is, with the authority of the Agent, to pay all ſalaries, wages, and all contingent expences, rendering ſuch Accounts thereof as are hereinafter deſcribed.

13.]—He is further entruſted with the Duty of aſcertaining the earnings and wages of every deſcription of Artificers, Workmen, and other perſons borne on the Eſtabliſhment and, to this end, he is to make regular Muſters of the Labourers, and others employed by the day; and he is, in conjunction with the Maſter of the Trade, under whom any work may be executed by the taſk or piece, or his Clerk, to take and keep exact Accounts of the

Work

Work ſo performed by each Workman; in which Duty he is to be conſtantly diligent, preventing, to the utmoſt of his power, any perſon from receiving wages for time which he may not have in reality ſerved, or works which he may not actually have performed.

14.]—And, in addition to the ſeveral Services above-mentioned, the Clerk of the Check, in caſe the Agent ſhould be abſent, or incapable of attending to his Duty by ſickneſs or other cauſe, is to execute the Duties and exerciſe the Authority attached to the Agent's ſituation, during ſuch abſence; and he is to be reſponſible for the ſame in like manner.

Outlines of the Duties of the Storekeeper.

15.]—The Storekeeper ſhall be ſolely entruſted with the Duty of receiving, iſſuing, and accounting for all Proviſions and Stores, of whatſoever nature or deſcription, which may, after being duly examined and approved of, in the manner and by the Surveying Officers hereinafter mentioned, be received in, or which may belong to the Victualling Premiſes; and he is to be anſwerable for the ſafety, care, and preſervation of the whole, excepting ſuch Stores as may be committed to the care of the reſpective Maſters of Trades for converſion or manufacture, who are themſelves to be fully reſponſible for the preſervation of the Stores, in their reſpective Departments, until the produce ſhall be returned into the charge of the Storekeeper, and for keeping ſuch Accounts thereof while under converſion as are hereinafter directed.

16.]—The Storekeeper is, on entering on the Duties of his Office, to make application to us, to order a Survey to be held on the Stores remaining in the Magazines; and the ſeveral quantities, which may be contained in the Report of ſuch Survey, are to conſtitute his firſt charge.

Promiſcuous REGULATIONS regarding the General Economy of the Eſtabliſhment.

17.]—The reſpective Officers and Maſters of Trades are to be reſponſible for the conduct of all perſons employed under them in their ſeveral Departments; and, although they muſt in ſome caſes depute their Clerks to act for them, they are, however, perſonally to attend, as much as poſſible, to the buſineſs carrying on, as they will be conſidered generally anſwerable for the true and faithful performance of all the Duties attached to their reſpective Offices; and, when more than one Service is in execution at the ſame time, they are to give the preference to that which is of the moſt importance. They are alſo generally to prevent, to the utmoſt of their power, (whether in their own Departments or in any other) the Artificers, Labourers, and others from loitering away their time, from committing waſte or embezzlement, and from behaving in any manner to the prejudice of the Public Service, reporting all inſtances of miſconduct to the Agent as ſoon as diſcovered; and they are to obſerve that no Artificer, Labourer, or other perſon whatever belonging to the Yard, is to be privately employed for domeſtic ſervices, either within door or without, upon any pretence whatever.

18.]—The Officers and Maſters of Trades being held reſponſible, as before ſtated, for the conduct of all perſons employed under them, ſhall, on vacancies happening for Clerks, Inferior Officers, or perſons of truſt in their ſeveral Departments, nominate perſons to fill ſuch vacancies to the Agent, who, on being ſatisfied of their fitneſs, ſhall propoſe them to us, and wait our directions thereon; but it is to be obſerved, that no perſon will be appointed as a Clerk to any Officer of the Eſtabliſhment, under ſixteen years of age, and who ſhall not previouſly have been examined by the Agent, aſſiſted by any one of the Accountant Officers, except him in whoſe Department the Clerk may be required; and the Agent ſhall, on finding the perſon propoſed qualified for the ſituation for which he is intended, give a Certificate to that effect, and tranſmit the ſame to us, with the Officer's application for ſuch appointment.

19.]—No Officer, Clerk, or other perſon belonging to the Victualling Yard, ſhall act as an Agent for any perſon or perſons, either directly or indirectly, in any ſhape, or upon any pretence whatever; nor ſhall he have any other occupation whatever than the one which he holds in the Yard, nor ſhall any perſon belonging thereto be ſuffered to keep, or be concerned in a houſe of public entertainment.

20.]—In order to prevent unfair advantage being at any time taken, in conſequence of the reduced ſtate of the Magazines, no Officer, Clerk, or other perſon belonging to the Victualling Eſtabliſhment, ſhall, at any time, on any account, or under any pretence whatever, either directly or indirectly, make known in writing, or otherwiſe, to any Merchant, Contractor, or other perſon, (further than his Duty may require for carrying on the Public Service) any information relative to the quantity or condition of the Proviſions and Victualling Stores in the Magazines, or reſpecting any Orders which may be given by us for ſhipping any extraordinary quantity of Proviſions or Stores for any part of the world.

21.]—Such of the Officers, Clerks, or others as have houſes allotted them, ſhall conſtantly reſide therein, that they may be at all times in readineſs to execute the Duties of their ſeveral Stations, but they ſhall not have the liberty of letting them, in whole or in part, to any perſon whatever. On the entrance of each Officer into the houſe allotted for his Reſidence, he ſhall be required to ſign a Schedule of all the Fixtures contained therein, as well as of the Fixtures and other Articles in his Office, to which Schedule any new Fixtures are to be added; and, at the removal or death of ſuch Officer, he or his executor ſhall be required to deliver up, in proper order, the ſaid Fixtures and other Articles, or to make good, at his own expence, any deficiences. In theſe Schedules there ſhall be noted, not only the larger articles of Fixtures, ſuch as Ciſterns, Coppers, Stoves, Preſſes, Shelves, &c. but alſo all ſuch ſmall articles as it is uſual to inſert in Agreements between Landlords and Tenants, ſuch as

Locks, Finger-plates, Cloak-pins, Hooks, Rings, Faſtenings to Windows, and Keys to Locks, &c.

22.]—No Officer, Clerk, or other perſon belonging to the Eſtabliſhment, is to be abſent from his Duty without permiſſion of the Agent, who may, on application, occaſionally grant leave of abſence, not exceeding four days, to any Officer or Clerk employed in the Yard, if he ſhould be of opinion that His Majeſty's Service will ſuffer no inconvenience thereby; but, if longer leave of abſence be required, it is to be obtained through him from us, except in caſes of real emergency, in which he is authorized to give ſuch leave as ſhall appear to him to be abſolutely neceſſary, repreſenting the ſame to us, and ſtating the time he may have allowed any Officer or other perſon to be abſent on ſuch emergency. The Agent is alſo authorized, occaſionally, when it ſhall appear to him reaſonable and neceſſary, to grant leave of abſence, not exceeding two days, to any Workman or Labourer, taking care to give notice thereof to the Clerk of the Check, in order that ſuch perſon may be checked of his pay during ſuch abſence accordingly.

23.]—The reſpective Officers are frequently to viſit every part of the premiſes, but particularly where any branch of the Eſtabliſhment is detached from the principal buildings; they are to take every opportunity which their other Duties will allow, to enquire into the conduct of the Clerks, and other perſons under their ſuperintendence reſpectively, at thoſe diſtant branches; and all Officers and other perſons in the Eſtabliſhment are to conſider it an eſſential part of their Duty, on ſuch viſitations, to report to the Agent every inſtance of miſconduct or impropriety which they may diſcover.

24.]—If any Inferior Officer, Clerk, Artificer, Workman, or other perſon belonging to the Victualling Yard, ſhall, through age, incurable injury, or other infirmity, be incapable of the due execution of his Duty, the Chief Officer of the Department to which ſuch perſon may belong ſhall repreſent the ſame to the Agent, for our information, in order that he may either be wholly diſcharged from the Service, or be recommended for ſuperannuation, as the circumſtances of the caſe may require; and if any of the Chief Officers ſhall be incapable of their Duty, in conſequence of either of the before-mentioned cauſes, the Agent ſhall alſo repreſent the ſame to us.

25.]—As a proviſion for Officers and Clerks, who, from age and infirmities may be obliged to retire from their reſpective employments, the following Penſions, proportioned to the length of Service of each perſon, will be allowed, viz.

After a Service of
- 10 years, and under 15 years, one-third of his Salary.
- 15 - - - - - - 25 - - half.
- 25 - - - - - - 35 - - two-thirds.
- 35 - - - - - upwards - three-fourths.

Provided his conduct during ſuch Service ſhould be deemed to merit this indulgence.

26.]—Such Salaries being eſtabliſhed for the Officers and Clerks, to be paid quarterly clear of all deductions, as are conſidered proportionate to the truſt repoſed, and the ability and conſtant attendance required of them in their reſpective Duties, no compenſation will be allowed for any extra attendance in the Yard, or within what is conſidered the limits of the port; but, in caſes of being ſent on duty beyond thoſe limits, the Chief Officers will be allowed at the rate of ten ſhillings a-day if employed afloat, and after the rate of fifteen ſhillings a-day if travelling on ſhore, in addition to their actual carriage hire; and when Inferior Officers or Clerks ſhall be ſo employed, they will, in both caſes, be allowed ſuch compenſation as we ſhall, on conſideration of the circumſtances, think proper to direct.

27.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard, being aboliſhed; the Agent, and all the Officers, Clerks, and other perſons belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward, from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. All Officers and other perſons belonging to the Yard, are alſo ſtrictly prohibited from making or uſing any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries which may be purchaſed for the Service of Government; or in the purchaſe of any Proviſions, Stores, or other Articles, which may be ſold by Government, or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government. To this effect, and for the faithful diſcharge of their reſpective Duties, all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are, on their appointment, to take and ſubſcribe an Oath, according to the pre-
Appendix, No. 1. ſcribed form, and to give Bond in three times the amount of their reſpective Salaries; which
No. 2. Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer or other perſon whatever, belonging to the Yard, who may act contrary to theſe Regulations in any reſpect, ſhall be diſmiſſed from his ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

28.]—Beſides the Bond before-mentioned, for the faithful diſcharge of Duty, the ſeveral Officers and perſons under-mentioned, entruſted with Money or Stores, ſhall give Bond in
Appendix, No. 3. the annexed form, with two ſufficient Sureties, to be approved of by us, in the ſeveral ſums expreſſed againſt them reſpectively, in order to inſure their rendering faithful account of the Truſt repoſed in them:

The

The Clerk of the Check to give Bond for	£. 2,000
Storekeeper	1,000
Maſter Cooper	500
Brewer	500
Baker	500
Miller and Granary Man	500
Butcher	500

29.]—The general attendance of the Clerks ſhall be from nine o'clock in the morning until the people leave off work, during which time they are to be very attentive to their ſeveral Duties, and, if any of them ſhould require occaſional leave of abſence, the Principal of the Department to which they belong ſhall ſignify to the Agent, that the Service will admit of ſuch indulgence; and it is to be obſerved, that ſuch Regulations are to be made by the Officers, with reſpect to the Clerks going to their meals, that, at leaſt, one may be always in attendance in their reſpective Offices; and that they all attend, not only during the preſcribed hours, but at all other times whenever the Service may require it; obſerving alſo, that the Clerks employed in receiving or iſſuing Stores muſt of courſe attend, whenever it ſhall be neceſſary, on the people coming to work in the morning.

30.]—The Agent ſhall, when circumſtances may require, report to us his obſervations on the general conduct and abilities of the Officers and Clerks under his ſuperintendence, in order that the able, diligent, and active may be attended to, and that ſuch meaſures may be taken with thoſe who miſbehave, as the caſe may demand. The Agent is alſo, as far as he is able, to inform himſelf of the abilities and characters of the ſeveral Foremen, Artificers, and Workmen employed in the Yard, in order that the diligent and deſerving may be encouraged and rewarded as opportunities offer, and the indolent be diſcharged, or otherwiſe puniſhed, as the caſe may require.

31.]—No Clerk to the Agent, or to any other Officer of the Victualling Yard, ſhall be paid his wages unleſs he produce a Certificate, in the preſcribed form, from the principal Officer of the Department to which he belongs, of his integrity, diligence, and good conduct, which Certificate is to be tranſmitted to us. Appendix, No. 4.

32.]—In order to impreſs upon the minds of the Officers, Clerks, Maſters of Trades, and Foremen of the Yard, a ſtronger ſenſe of their Duties, the Agent is, as often as he may find it neceſſary, but at leaſt once in each year, to aſſemble them before him, and, in the preſence of each other, to cauſe the Inſtructions, as well as ſuch local Regulations as may have been eſtabliſhed, to be read; making ſuch public remarks as he may judge proper, on any inſtance of neglect or inattention that he may have obſerved in any perſon; cautioning him againſt a repetition thereof; and he is to ſuggeſt to us any alterations or additions which may occur to him for improving the Inſtructions, and for the better carrying on any part of the Duty of the Eſtabliſhment.

EMPLOYMENT OF ARTIFICERS, LABOURERS, AND OTHERS.

33.]—The Duties of the Victualling Eſtabliſhment are at all times to be carried on with every poſſible economy, and with as few Artificers and Labourers as the nature of the Service will admit; it is therefore to be obſerved, that no Labourer is to be entered for any particular Branch of Service, but they are to be conſidered as one body of men, to be from time to time divided and employed on the various Services in hand to the beſt poſſible advantage, as circumſtances may require, for expediting ſuch Services as the Agent may conceive the moſt urgent. But the Storekeeper and Maſter Tradeſmen ſhall be allowed to ſelect, with the approbation of the Agent, from among the whole number, ſuch as may be judged neceſſary to be employed excluſively in the Storehouſes, Workſhops, and Manufactories; the Storekeeper, however, in whoſe Department the moſt deſerving men are required, having the preference in ſuch ſelection; and the ſeveral Officers ſhall give him, when required, all the information in their power, reſpecting the characters of men ſerving under them reſpectively, in order to enable him to make choice of the moſt ſober and truſt-worthy men for ſuch ſituations; and the reſpective Officers are ſtrictly enjoined to repreſent to the Agent whenever they may not have full employment during each day, or part of a day, for all the men under their direction, in order that he may allot them other work or diſcharge them, as the caſe may require.

34.]—Every Cooper and other Artificer or Tradeſman, who may be propoſed to be entered for His Majeſty's Service in the Victualling Yard, is to be carefully examined by the Maſter of the Trade under whom he is to be employed, and ſhall be required to produce his Indentures, or teſtimonials of good conduct from the perſon with whom he ſerved his apprenticeſhip, or by whom he was laſt employed; and every Labourer, propoſed to be entered in the Yard, is in like manner to be examined by the Storekeeper; and if ſuch Artificer or Labourer ſhould be conſidered as duly qualified, and proper to be engaged, the Storekeeper or Maſter of the Trade who examined him is to make out a Note, under his hand, in the annexed form, containing the name, the place of nativity, age, and occupation of the perſon propoſed. He ſhall then be ſent with the Note, attended by a Warder or ſome confidential perſon, to the Agent, who will, if upon examination he ſhall be ſatisfied of ſuch perſon's fitneſs for the Service, ſignify the ſame by ſigning the ſaid Note, which the man, attended as before, is to carry to the Clerk of the Check, as the authority for entering him; but it is to be obſerved, that no man is to be entered above forty years of age, nor any apprentices, but ſuch as are ſtout well grown boys, and fourteen years of age, to be proved by a Certificate from the Regiſter of the Pariſh where each was born; and no foreigner is to be entered in any Department of the Yard on any pretence whatever. Appendix, No. 5.

35.—Whenever the Officer or Maſter of the Trade, under whom any Artificer or Workman may be employed, ſhall have cauſe to be diſſatisfied with his conduct, and ſhall be of opinion that he ought no longer to be continued in the Service, he is to repreſent the particulars of the complaint he has to make againſt ſuch perſon to the Agent, who, if ſatisfied of the impropriety of the man's conduct, will, by Note under his hand, in the annexed form, direct the Clerk of the Check to diſcharge him accordingly.

Appendix, No. 6.

36.]—Whenever the Agent may be of opinion that the Public Service will allow of a reduction in the number of Artificers or Labourers employed, he is to repreſent to us his reaſons for ſuch opinion, in order that he may receive our directions thereon, and when a reduction ſhall be ordered to be made in any department, particular care is to be taken that, without favour or partiality, ſuch perſons be diſcharged as by the Report of their reſpective ſuperiors, and in the Agent's opinion, may be the leaſt fit for their ſeveral ſituations; and whenever the Service carrying on in the Yard ſhall make it neceſſary that the number of thoſe employed ſhould be increaſed, the Agent is to report to us the particulars of ſuch neceſſity for our deciſion thereon. He is, however, without application to us, authorized to diſcharge any Artificer or Labourer on his own requeſt, or who ſhall miſbehave (if convinced of the fact), ſending a Note to the Clerk of the Check, as directed in the preceding article, and to enter men in lieu of them, as well as in lieu of ſuch as may die, ſhould the Service at ſuch time actually require them.

37.]—The common working hours of the Victualling Yard ſhall be from ſix o'clock in the morning to ſix in the evening, while the day-light will admit; and the Bell ſhall ring at thoſe hours, when the Workmen are to repair to or leave the Yard, and by the ringing of the Bell they are likewiſe to be governed in coming to and leaving their work, at all other ſeaſons of the year. The time allowed for Breakfaſt ſhall be from eight o'clock to half paſt eight, but the Workmen are not to go out of the Yard on this occaſion; and, from the firſt of October to the thirty-firſt of March, both days included, they are to breakfaſt before they come into the Yard, which ſhall be early enough to admit of their being muſtered and actually at their work by ſeven o'clock every morning; except in the depth of winter, viz. from the ninth of November to the firſt of February, both days included, during which ſeaſon they ſhall come in ſo early as to allow them to have been muſtered and to be at work by eight o'clock, and the Bell ſhall ring at proper times accordingly; the allowance of time for dinner, throughout the year, ſhall be from twelve to one o'clock.

The above Regulations preſcribe the uſual or common working hours of the Yard, but it is not meant to prohibit the Coopers, or other perſons employed by the piece, from working a greater length of time in the courſe of the day, or during meal times, if the Service ſhall require it, and we ſhall direct the ſame to be done.

But, if the nature of the Services upon which any of the Workmen are employed ſhall require their attending before or after the uſual working hours of the Yard, or during meal times, but ſhall not make it neceſſary for them to work extra, or to attend, upon the whole, longer than the uſual working hours, they are to be permitted, at the diſcretion of the Agent, as the caſe may be, either to go out to their meals at ſome other convenient time, or to leave the Yard as much ſooner than the preſcribed hour in the evening of the ſame day, (if they ſhall have come in earlier, or worked during meal times) or of the next day (if they were detained after working hours) as will make their attendance, in the whole, conformable to the number of hours preſcribed for the common day's work.

38.]—Whenever it may be neceſſary that the men ſhould work on a Sunday, or extra hours on any other day, in conſequence of the urgency of carrying into execution any Service which may be directed, the Officer, in whoſe Department the ſame may occur, is to repreſent the circumſtances of the caſe to the Agent, who will, on being ſatisfied of the propriety thereof, give the requiſite orders on the occaſion.

39.]—The Holidays allowed in the Victualling Yard, are the twenty-ninth of May, the days of the Birth and Coronation of the King, and the fifth of November; on each of thoſe days the Artificers and Workmen may leave the Yard at twelve o'clock, and have the afternoon to themſelves, unleſs there be a neceſſity for detaining them, in which caſe they ſhall be allowed to be abſent ſome other afternoon, when the Service will admit thereof, or be paid extra for the ſame.

Appendix, No. 7.

40.]—The Clerk of the Check is to keep a Complete Book, in the annexed form, containing the names and deſcriptions of all perſons whatever belonging to the Victualling Yard, ſhewing the exact time of their entries, their qualities, ages, places of nativity, perſonal deſcriptions, rates of ſalaries, wages, and other allowances, together with the dates of their diſcharges, and cauſes thereof, inſerting under diſtinct heads (and leaving a ſmall ſpace after each for additional names), firſt, the Officers and Clerks, with any other perſons having fixed ſalaries; then the Coopers, Bakers, Millers, and other Artificers, with the Randers, Meſſers, Salters, Warders, and Labourers; and, finally, the Seamen on board ſuch of the Victualling Hoys as may be the property of His Majeſty; adding thereto the names and deſcriptions of any perſons who may from time to time be entered on the Eſtabliſhment; and, at the commencement of each year, he is to make out a new Complete Book, omitting the names of all ſuch perſons as may have been diſcharged during the preceding year; delivering the old Book to the Agent, to remain in his Office.

Appendix, No. 8.

41.]—From the Complete Book, before-mentioned, the Clerk of the Check is, at the commencement of each quarter, to make out a Daily Muſter or Check Book, in the annexed form, which is to contain the names and qualities of all the Artificers, Tradeſmen, Apprentices, Warders, Labourers, and Workmen of every deſcription then belonging to the Eſtabliſhment, and paid by the day, and of the Rounders and Watchmen, together with the names of the Maſters, their Servants, and the Seamen on board ſuch of the Victualling Hoys as may be the property of the Crown, adding thereto the names of ſuch perſons, of every deſcription,

deſcription, as may be entered during the quarter. This Book is alſo to have columns for inſerting the Daily Muſters, the time checked, the total of number of days and extra hours employed, the number of nights any perſon may have watched in the quarter, the rates of pay, and the ſums due for common and extra time, and for watching, with the net amount due to each perſon; and he is to be very careful that all the perſons before mentioned, except thoſe belonging to the Hoys, be muſtered by him or his Clerks every time they come to work, and alſo on their leaving off work in the evening, in order to enable him to keep an exact Account of their Time, and to aſcertain correctly their Wages, at the end of the quarter; but, as the Maſters and other perſons belonging to the Hoys cannot, from the nature of their Duty, always attend the general Muſters, the Clerk of the Check is frequently to muſter them, at ſuch uncertain times as may be convenient, but at the leaſt once a week. Every perſon who ſhall be actually preſent at the Muſter, and anſwer to his name when called, ſhall have a perpendicular line thus (---|---) ſet againſt his name, in the proper column, to denote his being preſent; all thoſe who may be abſent with leave are to be carefully diſtinguiſhed by this mark $\left(\frac{\checkmark}{\checkmark}\right)$; and all ſuch as may be abſent without leave are to have a croſs thus $\left(\frac{\times}{\times}\right)$ put againſt each of their names, (above the muſtering line, for denoting that part of the day which finiſhes at noon, and below the line, that which concludes at the uſual hours of bell ringing, in the evening). And, when the men may be employed more than the eſtabliſhed hours of working, or during the night, the Clerk of the Check is to inſert the number of hours they have been ſo employed, under the mark ſignifying their being preſent, thus $\left(\frac{---}{2}|---\right)$ taking care to check, as above, all ſuch as may be abſent from their Duty. The Rounders and Watchmen are likewiſe to be muſtered by him or his Clerk every evening before they take their ſtation for the night, in the morning on their being relieved, and on their return to their work in the Yard after having gone out for refreſhments; taking care to place a mark thus (---|---) againſt each Rounder and Watchman's name who anſwers when called at the two firſt Muſters above ſtated, that he may be enabled to aſcertain, at the end of the quarter, the number of nights ſuch man may have watched; and obſerving the ſame rule, in reſpect to the third Muſter, as has before been laid down for the Labourers and others working by the day; and, when Mills are detached and ſituated at a diſtance from the Victualling Yard, and the men employed therein cannot, without impediment to the Service, attend at the place of the general Muſters, they are to be accounted for by the Maſter Miller, who is directed to report to the Agent, and alſo to the Clerk of the Check, the names of ſuch perſons as may be abſent at any time from their Duty; and ſuch as ſhall not be reported are, by the Clerk of the Check, to be conſidered as preſent, and marked as ſuch in his Muſter Book. But, in order to detect any neglect on the part of the Maſter Miller in making ſuch Reports, the Clerk of the Check is, at uncertain times, when he ſhall think proper, but at leaſt once a week, to go to the Mills himſelf, or ſend one of his Clerks, to muſter the men therein employed; and he is to obſerve the ſame practice with reſpect to any other workmen who may be employed at a diſtance from the Yard, or even in the Yard in confidential ſituations, and cannot attend at the places of general Muſters without inconvenience to the Service.

42.]—After the laſt Muſter on the evening of each day, a correct Liſt, in the annexed form, of all perſons who may not have anſwered to their names is to be made out, and immediately ſent to the Agent, who is to retain the ſame, and cauſe the Muſter Book to be examined thereby, previouſly to the Quarterly Pay Liſts being made out; and, when the people work beyond the eſtabliſhed hours, a Notation is to be made at the bottom of ſuch Liſt, in the form preſcribed thereon, ſtating the number of hours each deſcription of Workmen was ſo employed. If the Cooperage, Brewhouſe, &c. ſhould be detached from the Victualling Yard, the Clerk of the Check is to cauſe his Clerk, who ſhall be charged with muſtering the people employed therein, to ſeal up the before-mentioned Liſt immediately after the laſt Muſter, and, on no account, or under any pretence whatever, to unſeal it again, but to tranſmit the ſame without fail to the Agent, by the firſt meſſenger that may afterwards be ſent to the Yard. It is alſo to be obſerved, that no Check is to be taken off without the Agent's authority in writing, and that in ſuch caſe the alteration is always to be made in red ink. Appendix, No. 9.

43.]—Beſides the general Muſters as before directed, the Clerk of the Check is to take ſuch other opportunities for viſiting the people at their work as he may judge proper, and, on muſtering them, check ſuch as ſhall have abſented themſelves after having been muſtered on coming into the Yard.

44.]—As the Clerk of the Check is perſonally reſponſible for all Muſters which may be made by his Clerks, it is highly neceſſary that he ſhould attend as often as the other Duties of his Office will admit, to ſee that this Service be performed according to the Regulations preſcribed; and, in all caſes where he ſhall have reaſon to ſuſpect that any abuſe has taken place in the Muſter, he is to conſider it an indiſpenſable part of his Duty to attend the Muſter himſelf, in order to detect any miſconduct or irregularity which may have occurred.

45.]—If any Artificers, Labourers, or other Workmen ſhould make a practice of being frequently abſent from their Duty, or ſhould continue to be ſo, without leave, for more than three ſucceſſive working days, the Clerk of the Check is forthwith to repreſent the circumſtance to the Agent, in order that he may receive his direction to diſcharge them from the Service, excepting in caſes of ſickneſs or of hurts received in the execution of

their Duty, when he is to govern himſelf by ſuch Inſtructions as may be given relative to ſuch caſes.

46.]—The Clerk of the Check is to take care that no Artificer, Apprentice, or Workman of any deſcription belonging to the Victualling Yard, be employed either by himſelf or by any other Officer or perſon belonging to the Department, on any private buſineſs or concern whatever. And if he ſhould diſcover any Artificer, Apprentice, or Workman ſo employed, he is immediately to check him of his wages for the time he ſhall have been ſo occupied, and to report the circumſtance to the Agent; and he is alſo to be particularly careful that no perſon be borne in one capacity and employed in another.

47.]—No Artificer or Workman, employed and paid by the day, ſhall be ſuffered to go out of the Yard during the working hours, without a Note, in the annexed form, from the Clerk of the Check, in conſequence of an application from the Officer or Maſter Tradeſman of the Department to which the man belongs, ſpecifying on what occaſion he is required to be abſent, which Notes are to be delivered to the Porter at the Gate, and by him carried every evening to the Agent, who ſhall cauſe them to be returned to the Clerk of the Check the following morning; nor ſhall any Cooper or other perſon employed by piece or taſk-work be ſuffered to go out of the Yard during working hours, but by a Note from the Maſter Tradeſman under whom he may be employed, which is to be delivered to the Porter, and by him carried every evening to the Agent, with the other Notes above-mentioned.

Appendix, No. 10.

48.]—Whenever the people leave the Yard at noon, or in the evening, the Agent, Clerk of the Check, and Storekeeper ſhall, one of them in rotation, always attend at the Gate, in order to ſee them carefully ſearched or examined as they paſs out, to prevent as far as poſſible any article, even of the moſt trifling nature, belonging to Government, from being carried away, and to detain all offenders until the matter be made known to the Agent and duly inveſtigated. The Officer attending the Gate will be aſſiſted in this Duty not only by the Porter and Gate Warders, but by one, at leaſt, of the Foremen or Inferior Officers of each of the different Departments. The Boatſwain, his Mates, Foremen, and other Inferior Officers (except ſuch of them as are directed to be at the Gate on the people leaving the Yard) are to attend all the Muſters of the men; for this purpoſe they are to be at the Clerk of the Check's Office by the time the Muſter begins; and they are to pay ſtrict attention that no man anſwers for another, in order that the Clerk of the Check may not, by ſuch impoſition, mark any as muſtered except ſuch as ſhall be actually preſent. The Inferior Officers, Foremen, &c. are, at the Evening Muſter above-mentioned, carefully to notice the men as they anſwer to their names, to obſerve that they have no article of Public Stores concealed about them; and the Agent is to cauſe the ſaid Inferior Officers to be told, that unleſs they endeavour on all occaſions to prevent, to the utmoſt of their power, embezzlement, neglect of Duty, and abuſes of every deſcription, and report, without favour or partiality, whatever they may diſcover of an improper nature to their ſuperior Officers, they will, on detection, be diſmiſſed from their ſituations. And the Agent is to make, from time to time, ſuch further regulations with reſpect to the men being ſearched on going out of the Yard as he ſhall judge adviſable.

49.]—When any perſon belonging to the Victualling Yard ſhall receive a material hurt in the performance of his Duty, which may render him unfit for Service, the Chief Officer of the Department to which he belongs is immediately to repreſent, in writing, the particulars of the accident to the Agent, for being tranſmitted to us for our conſideration; and the Agent is to give the man a Certificate, ſtating the particulars of the caſe; but it is to be obſerved that if any perſon fail to make known, immediately, any hurt he may have received, he will not be entitled to any compenſation for the ſame.

50.]—If any man, belonging to His Majeſty's Victualling Hoys, ſhould be ill, or receive a hurt, ſo as to render him unable to perform his Duty, he is to be ſent to the Naval Hoſpital with a Conduct Liſt, in the annexed form, ſigned by the Agent and Clerk of the Check, and the circumſtance is to be forthwith reported to us, that ſuch directions may be given reſpecting his pay and proviſions as ſhall be deemed proper on the occaſion.

Appendix, No. 11.

Appendix, No. 12.

51.]—The Clerk of the Check is to make out and ſign Certificates, in the annexed form, as Protections from the Impreſs, for ſuch of the Artificers employed in the Victualling Service as may apply for the ſame, inſerting therein the name and particular deſcription of the perſon to be protected, and the manner in which he is employed. Theſe Certificates are to be approved by the Agent, and to be renewed every three months upon the men producing the laſt Protections granted them.

52.]—When men are entered, after having ſerved in another Victualling Yard, the Clerk of the Check is to obſerve that their former time is not to be included in any Certificate to be granted them for ſervitude, unleſs a Certificate of their good conduct be produced from the Clerk of the Check, and approved by the Agent of the Victualling Yard from which they may have been diſcharged, ſtating alſo the time they were employed in ſuch Yard; which Certificate is to be granted to every man whoſe conduct may entitle him thereto.

SECURITY OF THE YARD AND STORES*.

(Deptford.)

53.—The Agent is to eſtabliſh ſuch Regulations and Reſtrictions as, from time to time, he may find expedient to be obſerved at the Tap-houſe, taking particular care that the perſon allowed the liberty of ſelling Beer or Porter therein for the refreſhment of the Artificers, Workmen, and Labourers employed in the Yard, do provide ſuch as be good in quality, and equal to

* *Note.*—The ſeveral Articles contained under this head, which are marked "*Deptford*" in the margin, are drawn up as being more particularly applicable to that Eſtabliſhment.

to that generally ſold; alſo that ſuch perſon do not ſuffer the Workmen to ſit down and loiter away their time in the Tap-houſe, or drink more than may be reaſonable for the purpoſe of refreſhing them during their labour in the Yard, nor allow any ſtranger or other perſon, not actually belonging to or employed in the Yard, to go into the Tap-houſe, or to be ſupplied with Porter or Beer therefrom; and ſhould the Agent diſcover that any deviation from theſe Regulations, or that irregularities of any kind are permitted in the Tap-houſe by the perſon who keeps the Tap, he is to repreſent the circumſtance to us, and recommend a fit perſon to ſucceed him.

54.]—No Porter or Beer of any ſort is to be brought into the Yard for being ſold to the Workmen, excepting ſuch as the Agent may authorize for the uſe of the Tap-houſe; nor is any Wine or Spirituous Liquors to be brought into the Yard for ſale on any pretence whatever, excepting what may be allowed for the uſe of the Butchers during the killing ſeaſon; but as it is neceſſary that they, as well as ſuch other perſons as are employed with them during the above period, ſhould be kept within the Cutting-houſe premiſes, and as they are frequently required to remain there during the night, whilſt that buſineſs is carrying on, (a place being ſet apart for their accommodation) the Agent is authorized to allow ſome proper perſon, under ſuch Regulations as he may judge proper to make, to carry into the ſaid Cutting-houſe premiſes, and to diſpoſe of to the before-mentioned men, ſuch neceſſary refreſhments as they may require. *(Deptford.)*

55.]—The Agent is to give the moſt poſitive directions that, immediately on the people leaving off work and quitting the Yard in the evening, the ſeveral Officers do take care that the Storehouſes, Workſhops, and other places in their reſpective Departments, where men may have been employed, be ſtrictly inſpected, to ſee that no perſon remain therein, that there be no Fires or Lights left burning, (except ſuch as are abſolutely neceſſary for carrying on, under the inſpection of an Officer or ſome confidential perſon, any works during the night) and that all be ſafe; the windows and every other thing are then to be properly ſecured, and the ſeveral doors locked. The keys of all the Storehouſes (excepting ſuch as may contain any Stores committed to the care of the reſpective Maſters of Trades) are to be kept by the Storekeeper, and delivered out when the men come to work, and returned whenever they leave the Yard as aforeſaid, in the preſence of one of his Clerks. He is to affix a tally to each, correſponding to the number on the door of the Storehouſe to which it belongs, and to appoint a proper place in his Office for the reception of the keys, which is to be conſtantly locked until any of the keys are wanted, and to which no perſon is to have acceſs except himſelf, or his Clerks by his authority.

56.]—For the Security of the Yard and Stores belonging thereto, during the day time, and for aſſiſting the reſpective Officers in carrying the Inſtructions and Regulations in that reſpect into ſtrict execution, the number of Patrolling and Stationed Warders, which may be deemed neceſſary, are to be propoſed to us by the Agent, for our deciſion thereon; ſuch as may be appointed are to be conſtant in their attendance, and admitted into the Yard a quarter of an hour before bell-ringing in the morning, in order that they may be muſtered and repair to their ſeveral ſtations before the people come to work; they are to pay particular attention to their Duty, and be very watchful over the Proviſions and Stores of every kind which may be placed on their ſtations, and on being relieved at the ſetting of the watch in the evening, by ſuch Rounders and Watchmen as ſhall, with our approbation, be appointed for that purpoſe, they are to be very careful to point out to them all ſuch articles as may require their immediate attention, within the limits of their reſpective ſtations; and, on returning to Duty the following morning, they are to examine the ſame, and without fail to report to the proper Officer, for the information of the Agent, any deficiency they may diſcover. Theſe Patrolling and Stationed Warders, after being relieved as above directed, are to be muſtered at the Clerk of the Check's Office on going out of the Yard.

57.]—No Stranger ſhall be allowed to viſit the Victualling Yard without leave from the Agent, and no Foreigner ſhall be admitted on any account, without authority being given in writing to the Agent by the Lords Commiſſioners of the Admiralty, or the firſt Lord of the Admiralty, or by this Board, or the Chairman thereof. All perſons applying to enter, who ſhall ſtate themſelves to be acquaintances of, or to have any buſineſs to tranſact with, any Officer of the Yard, for the purpoſe of ſeeing Lots of Old Stores or any other occaſion, are to be admitted with proper precaution, and, if not perſonally known to thoſe who have charge of the Gate, ſhall be attended by a Warder to the Officer whom they wiſh to ſee; and the reſpective Officers are to be very watchful over the Porter's conduct, and make known to the Agent any neglect they may diſcover in the performance of his Duty in this and every other reſpect.

58.]—No perſon ſhall be admitted into the Storehouſes or Workſhops without having buſineſs there, except ſuch as ſhall have obtained the Agent's permiſſion to viſit the Yard, and theſe perſons ſhall be attended by a Warder, nor ſhall the Artificers and Workmen belonging to one Department of the Yard be allowed to go into the Storehouſes and Workſhops of another Department, except on Duty.

59.]—No Veſſels ſhall be ſuffered to come to any part of the Wharfs or Jetties to diſcharge or receive their cargoes, but at the uſual places appointed for that purpoſe, nor ſhall any Merchants' Ships or Veſſels be ſuffered on any account to come alongſide the ſaid Wharfs and Jetties except on the Public Service; no Boats, except thoſe on Duty belonging to His Majeſty, and private Boats on buſineſs, ſhall be allowed to land in the Yard without the permiſſion of the Agent, and thoſe are to be admitted only at ſuch places and under ſuch Regulations as he ſhall direct.

60.]—No Veſſel which ſhall have come to the Yard to diſcharge or receive Proviſions or Stores, or on any other account, ſhall be ſuffered to quit the Wharfs or Jetties without having

having been firſt ſearched by the Stevadore, the Boatſwain of the Wharf, or ſuch other perſon as the Agent or Storekeeper ſhall direct, in order to prevent any Proviſions, Stores, or articles of any kind, the property of His Majeſty, from being embezzled or improperly carried away.

And if it ſhould be neceſſary, in order to prevent the Service from being impeded, that any ſuch Veſſels ſhould be allowed to put off at any other time than during the working hours of the Yard, they are to be carefully ſearched, immediately on their lading or unlading being completed, and great care is afterwards to be taken to prevent their having any communication with the Wharf.

61.]—The Crews of Veſſels or Boats, which may come to the Yard for the purpoſe of landing or receiving Proviſions and Stores, are not to be ſuffered to ſtraggle about at a diſtance from their Veſſels or Boats, or to be in the Yard at all, excepting during the working hours, and, even then, no farther than may be abſolutely neceſſary; and great care is to be taken that no Proviſions, Stores, or the moſt trifling articles belonging to the Public, be improperly conveyed or concealed on board of ſuch Veſſels or Boats, and that no perſon gain admittance to or go from the Yard, by a Boat coming alongſide of them; and the Warders are to be ordered to pay particular attention to theſe Regulations, as well as to ſuch as may be made by the Agent with reſpect to Fires in thoſe Veſſels, and to be frequently enjoined by the reſpective Officers to report any irregularity they may diſcover, without loſs of time, to the Storekeeper, for the information of the Agent.

62.]—No prohibited or ſmuggled goods of any kind ſhall be landed or otherwiſe received into the Yard; nor ſhall any articles whatever of private property be lodged in any Storehouſe, Workſhop, or other part of the premiſes intended for the reception of Proviſions and Stores belonging to His Majeſty.

63.]—The Patrolling Warders are to be conſtantly patrolling the part or diſtrict of the Yard allotted them reſpectively, to ſee that all is ſafe, paying particular attention thereto while the people are out of the Yard at their meals. They, as well as the Stationed Warders, are to take care that no ſtranger whatever be ſuffered to land without due authority, or to walk about the Yard without permiſſion, and being properly attended by ſome perſon belonging thereto; and, ſhould any ſtrangers be diſcovered without being ſo attended, they are to be taken to the Agent, or to the Principal Officer then on the premiſes, to be examined.

64.]—Great care is to be taken, by the Patrolling and other Warders, to prevent, to the utmoſt of their power, any Artificer or Workman from leaving the Yard during the working hours, either by water or otherwiſe, without proper authority; and, on finding any perſon guilty thereof, or attempting to enter or leave the Yard, except by the Gate or other eſtabliſhed place, they are immediately to take ſuch perſon, if he can be ſecured, to the Agent, otherwiſe, to report the circumſtance to him, with the name of the offender, if known.

65.]—No perſon ſhall be ſuffered to ſmoke Tobacco in the Yard, and every poſſible precaution ſhall be uſed by the reſpective Officers to prevent accidents by Fire; and the Agent is to eſtabliſh ſuch Regulations and Arrangements as he may conceive beſt calculated for the purpoſe, and cauſe them to be printed and hung up at the Gate, and at ſuch other places in the Yard as he ſhall direct, to the end that, in caſe of Fire breaking out, all perſons may know their ſtations, and the Service they are to perform, in order that confuſion on the occaſion may, as much as poſſible, be avoided; and the Officers are to take care that their Public Books and Papers of all kinds be immediately conveyed to ſome place of ſafety. Chimnies, in which there are Fires only occaſionally, are to be ſwept at leaſt once a year; thoſe in which there are conſtant Fires in the winter ſeaſon, are to be ſwept at leaſt twice a year; and kitchen chimnies, as well as the flues of coppers and ovens, once a quarter, or oftener if neceſſary.

The Fire Engines and Fire Buckets, &c. &c. ſhall be placed in the moſt advantageous ſituations, be frequently examined, and kept in perfect order, and the Engines worked on the firſt Monday in every month, provided the Service carrying on will permit, and if not, the firſt convenient opportunity afterwards.

The Keys of the Houſes where the Fire Engines and Fire Ladders are kept ſhall, during the night, be in the poſſeſſion of the Gate Rounder, and correſponding Keys ſhall be lodged in the houſes of the ſeveral Officers reſiding in the Yard.

66.]—The Patrolling and other Warders are to be inſtructed that, in caſe they ſhould obſerve any Proviſions, Stores, or articles of any kind, lying about improperly, expoſed either to injury or embezzlement; or if they ſhould diſcover any doors or windows open, that ought to be ſhut; or any neglect of Duty in the Inferior Officers or others, they are immediately to make the ſame known for the information of the Agent.

67.]—The Patrolling and Stationed Warders are, at all times, and more particularly before they are relieved in the evening, carefully to ſearch all places on their reſpective ſtations liable to accident by Fire, extinguiſhing all ſuch Fires and Lights as may not be burning by authority, in places where Artificers or others may be ſtill at work, and at all times to give immediate alarm on the appearance of any Fire which it ſhall not be in their power to extinguiſh. They are to repreſent to the Porter, for the information of the Agent, any neglect of Duty they may diſcover in any of the Foremen, in not putting out, previouſly to quitting the Yard, all Fires and Lights, in ſituations where they may have been at work.

(Deptford.) 68.]—There ſhall be a Night Watch in the Victualling Yard, from the uſual time of bell-ringing, in the evening, for the people to leave off work, until it ſhall again ring on the enſuing morning for their return to Duty, which Watch ſhall be compoſed of ſuch a number of Rounders and Watchmen as the Agent ſhall think neceſſary, who ſhall propoſe them to the Board for their deciſion thereon.

The

The command of this Watch ſhall be veſted in the reſpective Officers and Maſter Tradeſmen who may be reſident in the Yard, in ſuch rotations as the Agent ſhall direct; and if at any time the Officer, whoſe turn it may be to have charge thereof, ſhall be neceſſarily employed on Duty out of the Yard, ſhall be abſent on leave, or incapable of attending from illneſs, the Officer next in rotation ſhall ſupply his place.

69.]—The Agent is, by three o'clock in the afternoon of each day, to ſend the Parole, ſealed up, to the Officer whoſe turn it ſhall be to have charge of the Watch during the enſuing night, but ſuch Officer is not to communicate it to any perſon whatever, until half an hour after the Watchmen ſhall have taken their poſts, when he is to ſend it, ſealed up, by a Rounder to every Officer of the Yard, including the Porter, who is to give it to the Rounders, to be immediately communicated by them to the Watchmen, on their reſpective poſts. *(Deptford.)*

70.]—The Rounders and Watchmen, to be employed in guarding the Yard for the enſuing night, are to be muſtered at the Office of the Clerk of the Check, and are to proceed to the Watchhouſe, or other eſtabliſhed place, where they are, in preſence of the Officer taking charge of the Watch, to draw Lots for the ſeveral Poſts and Duties on which they are to be employed during the night; and at the appointed hour the Rounders are to proceed with the Watchmen to their reſpective ſtations, to relieve the Patrolling and Stationed Warders. *(Deptford.)*

The Rounders are to give the Watchmen the neceſſary inſtructions for their guidance during the night, to point out to them ſuch articles as may be committed to their charge, and to inform them that, as they will be made anſwerable for any thing ſtolen during their Watch, it is neceſſary they ſhould be particular in delivering over to thoſe that relieve them every article that had been entruſted to their care; they are alſo to caution the Watchmen to be careful to ſtrike the bell near their reſpective poſts regularly every quarter of an hour in ſuch rotation after the bell at the Gate as the Agent ſhall direct.

71.]—The Officer having charge of the Watch ſhall every evening after the Watchmen ſhall have taken their poſts, viſit the ſeveral ſtations once at leaſt, and at uncertain times to ſee that the Rounders and Watchmen are attentive to their reſpective Duties, cautioning them to pay great attention to ſituations where Fire or Lights may have been uſed, and giving them ſuch particular Orders as circumſtances may require; and alſo directing the Rounders to communicate to him any circumſtance that may happen during the night to affect the ſecurity of the Yard, or any of the Stores therein; and in caſe of Fire or any other alarm, that they give inſtant notice thereof, not only to him, but alſo to the Agent and every other Officer in the Yard, but that the Alarm Bell is not to be rung without Orders from the Agent or from the Officer on the Watch on his ſeeing the neceſſity thereof, and in caſes of this nature the reſpective Officers are, as far as poſſible, to prevent any uſeleſs or improper perſons being admitted into the Yard. Whenever any circumſtance which may require immediate attention ſhall be made known to the Officer of the Watch, he is, without delay, to repreſent the ſame to the Agent, to whom he is alſo every morning to make a Report of his Guard in writing, ſtating any neglect of Duty which he may have diſcovered, or any unuſual circumſtance which may have happened during the night, and expreſſing therein the times at which he may have viſited the different poſts or ſtations. *(Deptford.)*

72.]—The Officer of the Night Watch is to take care that the Rounders viſit the Watchmen at all the ſituations where they may be placed at leaſt ſix times in the night, during the winter months, that is to ſay, twice before twelve o'clock, twice between that hour and four in the morning, and twice afterwards before the break of day; and during the ſummer months at leaſt four times in the night, viz. twice before twelve o'clock and twice after that hour; and in caſe any Watchman ſhould fail to challenge or anſwer a Rounder in due time, be found aſleep on his poſt, or abſent therefrom, or in any way neglecting his Duty, ſuch Rounder is to repreſent the whole circumſtances of the caſe next morning to the Officer of the Watch, who is without fail to ſtate the ſame to the Agent in his Report of Guard. *(Deptford.)*

73.]—If, during the night, there be diſcovered in the Yard, or in a Boat improperly hovering about it, any perſons who cannot give the Parole, they are, if poſſible, to be taken into cuſtody, and the Rounder or Watchman who may have detained ſuch perſons, is, on being relieved, to report the circumſtance to the Officer of the Watch. *(Deptford.)*

The Rounders and Watchmen are not, on any account, to quit their reſpective ſtations until regularly relieved by the Patrolling and Stationed Warders, after which they are all to attend at the Clerk of the Check's Office for being muſtered, and the Rounders are to ſtate to the Officer of the Watch all occurrences that may have happened during the night, noting if any of the lamps in the Yard ſhould have been out too ſoon for want of being properly trimmed, &c. The Rounders and Watchmen are then to be allowed to go out of the Yard for an hour and a half to refreſh themſelves, when they are to return to be again muſtered, and to repair to their Duty.

74.]—The Porter is to continue in charge of the Gate until eight o'clock in the evening from the ninth of November to the firſt of February, both days included, and until nine o'clock during the reſt of the year, at which hours, according to the ſeaſon, the Gate is to be locked, and the keys given into the charge of the Officer of the Night Watch, in whoſe poſſeſſion they are to remain until bell-ringing in the morning for the people to come to work, when they are again to be returned to the Porter. *(Deptford.)*

75.]—From the time the keys are delivered to the Officer of the Watch until eleven o'clock at night, when the Gate is to be finally locked, a truſt-worthy Gate-rounder may, under the ſuperintendence of the Officer of the Watch attend with the key, and all perſons reſiding in the Yard, who may be known to ſuch Gate-rounder, are to be allowed to go out, and ſuch as reſide in the Yard are alſo to be admitted, upon their giving the Parole or making themſelves *(Deptford.)*

ſelves perſonally known to the Rounder; and if, during the above period, any perſons not reſident in the Yard be deſirous of going to the houſe of any Officer therein, ſuch perſons are to be admitted and to be attended by a Watchman until recognized at the houſe to which the perſon may deſire to go, but the Rounder is, on no account, to leave the Gate.

(Deptford.) 76.]—Whenever any Artificers or Workmen ſhall be detained upon Duty in the Yard after the uſual working hours, the reſpective Officers, under whom ſuch perſons may be employed, are to give notice thereof to the Officer of the Watch, who ſhall allow them to paſs out at the Gate at whatever hour they may leave off work, cauſing ſuch of them as may be ſuſpected to be ſearched, in order to prevent any article, however trifling, belonging to the Crown, from being carried out of the Yard; and whenever the Service ſhall require any Artificers or other Workmen to come into the Yard before the uſual time of bell-ringing in the morning, notice thereof ſhall in like manner be given to the Officer of the Watch, who ſhall admit them at the time appointed, taking all poſſible care that none enter but ſuch as are intended. Meſſengers arriving in the night with orders or letters to the Agent, are, on making themſelves known, to be admitted, and attended by a Watchman to the Agent's houſe.

(Deptford.) 77.]—If the Agent or other Officer, reſiding in the Yard, foreſee that he or any of his family may require admittance after eleven o'clock, he is to give notice thereof to the Officer of the Watch, who ſhall, on being informed of ſuch perſon's approach, and on their giving the parole or making themſelves known, immediately cauſe the Gate to be opened; and if there be any viſitors in the Yard after eleven o'clock, the Agent or other Officer, at whoſe houſe they may be, is to give notice to the Officer of the Watch when ſuch viſitors may be deſirous of going out, and the Officer is thereupon to cauſe the Gate to be opened for that purpoſe.

78.]—The Agent is to cauſe the Warders and Watchmen to be placed in the moſt judicious ſituations, and their ſtations changed as often as it may be thought neceſſary, and Regulations ſhall be made by the Agent for the Rounders and Watchmen being regularly relieved, and for their being frequently viſited at their poſts by the Officer of the Watch, and every meaſure taken to enſure a ſtrict Watch being kept during the night.

79.]—The Agent is to be very careful that the perſons he may propoſe to us, to be appointed as Warders, Rounders, and Watchmen, be men of good character, giving the preference to thoſe who from length of ſervice and merit ſhall be moſt ſuitable for ſuch ſituations, and the reſpective Officers of the Yards are at all times, as far as poſſible, to be very watchful over the conduct of the Patrolling and Stationed Warders, the Rounders and Watchmen; they are frequently to explain to them their reſpective Duties, and endeavour to impreſs upon their minds the neceſſity of paying ſtrict obedience to the orders of their ſuperiors, and of ſhewing great zeal and attention in aſſiſting, to the utmoſt of their power, in carrying moſt ſcrupulouſly into effect all Regulations that have been, or may be, from time to time made for the ſecurity and good order of the Yard, making known, without loſs of time, to the Agent, any neglect of Duty they may diſcover.

80.]—The Agent is to extract from theſe Inſtructions ſuch parts thereof as relate to the conduct of the Warders, Rounders, Watchmen, and Workmen of the Eſtabliſhment, which he is to cauſe to be printed, and hung up in ſuch places as he may think proper, that all perſons concerned may know what they are expected to do, and that no one may pretend to be ignorant of the Orders and Regulations which he will be required to obey; and he is to tranſmit to us copies of all ſuch Regulations, together with thoſe for the prevention of Fire, which he may have cauſed to be printed and hung up as before-mentioned.

81.]—The Agent is to pay the utmoſt attention to the ſtate of the ſeveral Dwelling-houſes, Storehouſes, Workſhops, and other buildings, to ſee that they are at all times kept in proper repair, and that the Inſpector of Works is attentive to his Duty in this reſpect, particularly after high winds, and on the breaking up of a froſt; that the Gutters, Trunks, and Pipes be cleaned as often as may be required, and that after every fall of ſnow, more eſpecially on buildings having parapet walls to their roofs, the ſnow be cleared from the Gutters and Pipes as ſoon as poſſible, repreſenting to us whenever any Repairs may become neceſſary, and obſerving that no important Repair is to be taken in hand without our permiſſion.

82.]—The Weights and Meaſures by which Proviſions and Stores are received and iſſued are to be carefully examined in the Agent's preſence twice a year, by the Standard Weights and Meaſures provided for that purpoſe; and if any difference appear, the ſame is to be immediately adjuſted by cauſing the Weights or Meaſures to be repaired, or new ones procured if neceſſary. The Hydrometers alſo, which are furniſhed to the Receiving Officers for aſcertaining the ſtrength of Spirits, are to be taken great care of, and occaſionally compared with each other, and with thoſe uſed by the Officers of Exciſe and Cuſtoms, ſo that any variation or defect ariſing from accident or otherwiſe may be diſcovered, and the circumſtance repreſented to us.

83.]—The Storekeeper is to conſider it a moſt important part of his Duty to be very frequent in his viſits to the ſeveral Storehouſes under his care, taking every convenient opportunity, when his other Duties will permit, to viſit thoſe which may be ſituated at a diſtance from the principal premiſes of the Department; and he is to be very particular in obſerving that the Caſks of Wine, Spirits, and other Stores are properly ſtowed, that none be allowed to remain on the Wharfs that can poſſibly be placed in the Storehouſes; and if, from the want of ſufficient room in the latter, it ſhould be neceſſary that ſome Proviſions or Stores be ſtowed on the Wharfs, he is to take care that they be ſuch as will ſuffer the leaſt from being expoſed to the ſun and rain; he is further to take care that the bags of Biſcuit be not placed too near the walls of the Storehouſes ſo as to become damp, but that a ſpace of at leaſt eighteen inches be left between them and the walls, and alſo that the Cheeſe be not allowed to remain in caſks, but that it be taken out and placed edgeways on racks, that the air may have a free paſſage between the Cheeſes; directing them to

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be brushed and scraped from time to time to prevent their decaying, and to be packed into casks as short a time as possible before they are required to be issued.

The Storekeeper is in like manner to give directions that the Wheat and Malt be frequently turned, and, when necessary, that the Wheat be screened to prevent insects or damp from injuring it; and he is to see that the Corn be not allowed to lie against the walls of the Granaries, unless in cases of absolute necessity, when there may be a very large quantity in Store; and the Storekeeper is to take every precautionary measure in his power for the due care and preservation of all descriptions of Provisions or Stores, and enforce the Regulations he may adopt for that purpose amongst those persons who are employed under his superintendence.

CONTRACTING FOR STORES OR WORKS.

84.]—Whenever the Agent may be directed by us to enter into a Contract for the purchase of any Provisions or Victualling Stores, for the sale of Offal, or for the performance of any Works, he is to give public notice thereof by Advertisement in the Newspapers, by circulating written or printed information, or by such other means as he may judge best calculated for general information, for as many days previous to the time of treaty as we, in our Orders to him, may, according to circumstances, have directed.

85.]—The Tenders made on such occasions shall be sealed up, and deposited by the persons who make them in a Box with three different Locks, the Keys of which respectively shall be kept by the Agent, Storekeeper, and Clerk of the Check, but no Tender shall on any pretence be received after the hour mentioned in the public notice on the day of treaty, nor any notice taken of such as may be made, unless the party or an authorized Agent for him attend.

86.]—At the appointed hour the Box shall be opened in the presence of the three Officers before-mentioned, when, after consulting and hearing the opinion of the Master Cooper, Master Brewer, or Master Miller, or of the Inspector of Works, according as the Stores to be purchased, Offal to be sold, or Works to be performed may relate to either of their Departments, the Tender which, upon a consideration of the price of each article separately, and of the quantity of the species likely to be supplied, shall appear most advantageous for the Public, is to be accepted, if no objection shall arise thereto, as hereafter mentioned, and a Memorandum of the Agreement, immediately signed by the Agent and the party making such Tender, who is to give the usual security for the performance thereof.

87.]—A regular Contract is then to be drawn up between the party and the Agent on behalf of this Board, the draft of which, if it be a Contract requiring a form different from those then in use, shall be sent up to this Office, for the purpose of being submitted to the consideration of our Solicitor, in order that he may be satisfied of the accuracy thereof, in point of form; the Contract, being regularly drawn up and properly stamped, shall be signed by the Agent and the Contractor, and witnessed by two Officers or Clerks belonging to the Establishment.

88.]—The Agent is then to cause the said Contract to be copied in a Book to be kept in his Office, and to transmit the Original to this Office, with all the Tenders which may have been made upon the occasion.

But if there should be reason to suspect combination, or other improper proceeding, on the part of the persons who may have made Tenders, or collusion between them and any person employed in the Public Service, the Agent, on being satisfied thereof, is to refuse the Tenders, to inform us of the circumstances, and to suggest such measures as he may judge most effectual to guard against any undue advantage being taken of the Public.

89.]—A Copy of every Contract entered into by this Board will be transmitted to the Port to which the conditions thereof may relate, and is to be lodged in the Agent's Office, where it shall, as well as the several Contracts which may have been concluded at the Port, be accessible to all the Officers, Clerks, and other persons whom it may be absolutely necessary to make acquainted with the conditions thereof, but to no other person whatever.

RECEIPT AND EXAMINATION OF PROVISIONS AND STORES.

90.]—All Provisions and Victualling Stores, delivered by Contract or otherwise, shall be inspected jointly by the Agent, Clerk of the Check, Storekeeper, and Master of the Trade to which any of the Stores may relate; and great care is to be taken minutely to examine and compare the quality thereof with the sample or description by which it is to be delivered, and to reject all such as may not be agreeable thereto, and in all respects equal to the conditions of the Contract or Agreement under which the same shall be furnished. The Officers are therefore to be very careful to make themselves conversant with the qualities of the several species of Provisions or Stores to be received. They are to select such casks and packages as they may think proper to open for examination from among the heap or mass, and in receiving such Stores as Bread, Beef, Pork, &c. they are, at all events, to open one out of every ten; for examining the quality of Brandy or Rum, each Officer will be provided with the proper instruments for proving the same, and no cask of Spirits is to be received until it shall have been ascertained, by such proof, to be of the strength specified in the Contract.

Great care is to be taken, to ascertain the state of all Salt Beef and Pork received; and whenever, in consequence of its having been long in casks, or any other cause whatever, it may be considered necessary, the bung of every cask is to be taken out in order to inspect whether the Meat be in proper condition, and to fill up such casks as may be deficient in Pickle.

When Rice, Peas, or Oatmeal are to be examined, the Officers are to ſelect a ſmall portion for being boiled, that they may form a more correct opinion of the quality thereof. Beſides examining the flavour and apparent condition or quality, the Officers are to taſte the Wine, Spirits, Biſcuit, Meal, Flour, Raiſins, Vinegar, Oatmeal, Sugar, Butter, Cheeſe, Tea, and Cocoa, which may from time to time be delivered, in order that it may be aſcertained whether the ſame be good and fit for His Majeſty's Service, and in all reſpects agreeable to Contract. All other articles are to be judged of by appearance and ſtrict examination, and by comparing the ſame with the ſamples produced, or in ſuch other manner as the Officers may deem beſt adapted to inſure juſtice being done to the Public.

91.]—Whenever Live Oxen or Hogs may have been ſent in, by Contractors or otherwiſe, for being ſlaughtered, and the Beef and Pork cured and packed for the Navy, the Maſter Butcher, or perſon appointed to ſuperintend the buſineſs of ſlaughtering, curing, and packing, ſhall examine the condition of the ſaid Oxen or Hogs, while on their legs, with the utmoſt care and attention, objecting to all ſuch as ſhall not be ſufficiently fat and well fed, as well as to ſuch as may, from over-driving or other cauſe, die in the Ox-pounds or Hog-pens. But, after the Oxen and Hogs ſhall have been ſlaughtered, and hung twenty-four hours to cool, the three Principal Officers ſhall, with the aſſiſtance of the Maſter Butcher, inſpect particularly the quality of the meat, and object to all ſuch Beef and Pork as ſhall be bruiſed or meaſly, and not in a ſtate to be ſalted, ſo as to inſure its being well cured, and perfectly fit for His Majeſty's Service (vide Article for Directions as to curing, ſalting, &c.).

92.]—When Live Oxen are received for being ſhipped for the Fleet, the Officers are to call to their aſſiſtance two Butchers of reſpectability at the place, who, in conjunction with two others appointed by the Contractor, are to eſtimate the weight as well as the value of each Ox, and to ſign the Report to be made out on ſuch occaſions. But before the Butchers who are employed on behalf of the Crown ſhall receive the remuneration to be granted them for this Service, at the end of the quarter, they ſhall take and ſubſcribe an Affidavit, in the form annexed, that they have to the beſt of their judgment done juſtice to the Crown in the matters on which they have reported.

Appendix, No. 13.

93.]—If it ſhould at any time happen that Proviſions or Stores, ſent in by Contractors as aforeſaid, cannot be immediately examined, the Storekeeper is to cauſe due care to be taken to prevent the ſame from being injured or embezzled; but they ſhall on no account be lodged in the ſame Storehouſes where articles already received are depoſited under the Storekeeper's charge, if it can by any means be avoided, and at all events every precaution is to be taken to prevent their being mixed with Stores that have been regularly received, and the articles ſo lodged for ſecurity are to be received as ſoon as poſſible. The Storekeeper is, in all caſes, immediately on the landing or reception of any Proviſions or Stores, to cauſe the ſame to be diſtinguiſhed by tallies or temporary marks in chalk, ſo that when the iſſue thereof ſhall take place the Clerks may ſpecify in the Accounts taken on that occaſion, the time when and from whence or whom any part thereof may have been received into Store, and which temporary marks or tallies are to be effaced or removed before the Proviſions are ſent off.

94.]—When Proviſions and Stores ſhall have been delivered in by Contractors, and the quality thereof examined as before directed, and aſcertained to be conformable to Contract, and fit for His Majeſty's Service, a Clerk from the Storekeeper's Office, and another from that of the Clerk of the Check ſhall attend, and take each of them an Account in a Daily Receipt Book, in the annexed form, of the quantity of each article, diſtinguiſhing by whom the ſame was delivered, the ſpecies of each package, and exact quantity of Stores which it may contain, with the numbers, dates, and other marks thereon, and alſo the time when the Warranty of any Proviſions will expire, the ſtrength of each caſk of Spirits, and ſuch other particulars as are contained in the ſaid form, or as may be neceſſary for the information of the Storekeeper, being alſo particular that the Proviſions and Stores ſo received be carefully weighed, counted, or meaſured, as the caſe may be, and taking every precaution to prevent miſtakes in the tale of Staves and other articles which may be numerous; and the Clerks, before they ſeparate, ſhall compare their Books, in order that, in caſe any difference ſhall appear, they may go over their Accounts of the Stores again, until the cauſe of the difference be diſcovered.

Appendix, No. 14.

95.]—The Storekeeper is to keep a Book, in the annexed form, for the entry of the Stores due on Contract, in which he is to ſpecify the date of each Contract, the name of the Contractor, the ſpecies and quantity of Stores he is bound to deliver, with the time limited for delivery thereof, and rate or price ſtipulated for the ſame, ſpecifying the date of each delivery and alſo the total quantity of Stores delivered in by the Contractor.

Appendix, No. 15.

96.]—From the before-mentioned Books, the Storekeeper, upon the application of any Contractor, is to make out in duplicate, a Certificate, in the form annexed, for the Proviſions and Stores delivered in by him, in whole or in part of his Contract; ſpecifying the time the Stores were delivered, and the quantity thereof, with the rate or price which the Contractor is entitled to be paid for the ſame, and any remarks it may be found neceſſary to make in addition to theſe particulars. This Certificate in duplicate is to be ſigned by the Storekeeper, and the contents thereof entered in a Book to be kept in his Office, as will be hereafter deſcribed, for enabling him to aſcertain that no Certificate has been twice granted for the ſame Stores; the duplicate Certificates are then to be ſent to the Clerk of the Check, that he may compare them with the Daily Receipt Book belonging to his Office, and atteſt the ſame, if conformable thereto.

Appendix, No. 16.

(V. Art. 262.)

The Duplicates, ſo ſigned and atteſted, are then to be forwarded to the Agent, who, on finding the ſame agree with the conditions of the original Contract kept in his Office, is to approve and deliver one of the Duplicates to the Contractor, and retain the other in his poſ-

ſeſſion,

ſeſſion, to ſee that the Storekeeper has charged himſelf with the Stores therein contained, at the next examination of his Accounts.

97.]—When Proviſions and Stores ſhall have been laden at any Port for conveyance to another Port, one of the Receipts given by the Maſter of the Veſſel taking the ſame on board, ſhall be immediately forwarded, by poſt, by the Agent at the Port where the Veſſel was laden, to the Agent at the Port to which the Proviſions and Stores ſhall be deſtined, for being by him delivered to the Storekeeper. On the arrival of any ſuch Veſſel at the place of her deſtination, the quality of the Stores ſhall be inſpected by the Officers, and the Cargo ſhall be taken account of by the two Clerks in their Daily Receipt Books in the manner before deſcribed.

The Maſter ſhall then produce his Bill of Lading to the Storekeeper, who is to compare the entries in his Daily Receipt Book therewith, and to give a Receipt on the back thereof, (as well as on the back of the Maſter's Receipt) for the Stores received, ſpecifying thereon, in the annexed form, any variation which may be found, with the apparent cauſe thereof, and whether any of the caſks appear to have been ſpoiled, or packages to have been opened on board the Veſſel. He is to note thereon the day on which the Veſſel arrived, when the Cargo began to be landed, and when the Veſſel was completely unladen, with any circumſtance that might have occurred to impede the ſame, in order that it may be aſcertained, when the Maſter applies at this Office for payment of his freight, whether or not he is entitled to any Demurrage. Appendix, No. 17.

98.]—In caſe any part of the Cargo ſhall have been damaged on the paſſage, or delivered in an unſerviceable condition, the Agent, Storekeeper, and Clerk of the Check are jointly to inſpect the ſame, and to diſtinguiſh in the Receipt Books the quantity ſo received, adding thereto the opinion which they may, on viewing the Stores, have formed of the probable cauſe of the damage ſuſtained, and alſo the reaſons which the Maſter of the Veſſel may aſſign on the occaſion; and thoſe particulars the Storekeeper is further to ſpecify on the back of the two Vouchers before-mentioned, namely, the Bill of Lading, and the Maſter's Receipt for the Cargo; and he is then to ſign his name to the Receipt and Notations on the back of each Voucher, which ſhall forthwith be ſent to the Clerk of the Check, that he may, after examining and comparing the ſame with his Daily Receipt Book, and finding the Storekeeper's Receipt and Notations correct, atteſt the truth thereof, and forward them to the Agent's Office. The Agent is then to approve the Bill of Lading, and deliver the ſame to the Maſter of the Veſſel for being produced at this Office, reſerving the other Voucher in his own poſſeſſion, for enabling him to ſee that the Storekeeper has charged himſelf with the Stores therein ſpecified.

99.]—No Proviſions or Stores ſhall be received from any of His Majeſty's Ships or Veſſels, or hired Tranſports, which ſhall not have been condemned by Survey, without a ſpecial Order from us or from the Admiral of the Port, whoſe directions on that ſubject are to be immediately obeyed and communicated to us; with all Proviſions and Stores, ſo landed, the Purſer will ſend a Bill of Lading or Account ſpecifying the numbers, contents, and marks on each caſk or package, and from whence or from whom the ſame ſhall have been received, with the time when it came into his charge, and if under Warranty, the time when the ſame will expire.

The proper Officers are then to inſpect the quality and condition of the articles to be received in the ſame manner as before directed, with reſpect to Proviſions or Stores received from Contractors; and the two Clerks ſhall, in like manner, take accounts in the Daily Receipt Books of the exact quantity received.

100.]—If Wine or Spirits ſhould happen to be returned in foreign or other caſks, not having the contents marked thereon, or if, by reaſon of filling up any caſks or other cauſe there ſhould be ullages, ſuch caſks as ſhall not be marked, or thoſe containing ullages, are to be gauged by the Clerk of the Check, unleſs the caſks are of ſmaller dimenſions than a half-hogſhead, in which caſe the contents are to be drawn off and meaſured; and in all caſes, when the ſame may not previouſly have been done, the actual contents of each caſk, with ſuch marks as may be neceſſary for diſtinguiſhing it, are to be cut out thereon with the proper marking irons in the preſence of the Clerks, that they may include the ſame in their Receipt Books; obſerving, that on ſuch as are aſcertained by meaſurement, the fractional parts of a gallon are to be ſpecified, and the Clerks are to ſpecify in the Receipt Books, oppoſite the contents of each caſk, the quantity which was taken to fill it up.

101.]—In caſe any part of the Proviſions returned from Ships or Tranſports ſhall be diſcovered by the before-mentioned Officers to be unſerviceable; the quantity in ſuch condition is to be ſeparately diſtinguiſhed in the Daily Receipt Books, with the probable cauſes thereof.

The Storekeeper is then to inſert on the back of the Bill of Lading or Account before-mentioned, which may have been ſent on ſhore, the exact quantity of each article of Proviſions and Stores received, as the ſame ſhall appear in his Daily Receipt Book; and in the event of any part thereof being found on Survey unfit to be re-iſſued, he is to draw up a regular Report of Survey thereon, on a ſeparate paper, in the form annexed, and ſign and forward both papers without delay to the Clerk of the Check, who, after comparing the Storekeeper's Receipt and Report of Survey (if any Proviſions ſhould have been condemned) with his Daily Receipt Book, and finding it correct, is to atteſt and tranſmit the ſame immediately to the Agent, who will retain the Receipt in his Office for checking the Storekeeper's Quarterly Account; and if a Report of Survey ſhall have been ſent therewith, the Agent is, in finding it agreeable to the actual condition of the Stores, as ſurveyed by him, to ſign and forward the ſame immediately to this Office. Appendix, No. 18.

102.]—The Purſers of His Majeſty's Ships being directed, on returning ſuch Proviſions as may have been condemned as unfit for Service, to forward therewith the Report of

Survey held thereon; the Hoymen who may bring on ſhore unſerviceable Proviſions from Ships, are to be frequently reminded to requeſt that the ſaid Report of Survey, or an authentic copy thereof, may be forwarded with the Proviſions; becauſe, if the Purſer ſhould at any time fail to comply therewith, no credit will be allowed him for the ſame on paſſing his Accounts at this Office.

103.]—When unſerviceable Proviſions ſhall have been landed, the Agent, Storekeeper, and Clerk of the Check are to hold a Survey thereon, to ſee whether any part of the Proviſions which may be contained in caſks or packages, and therefore may not have been very minutely examined by the Surveying Officers afloat, be fit for being again iſſued, as well as to aſcertain to what purpoſe the unſerviceable Proviſions may be diſpoſed of with moſt moſt advantage to the Service.

The reſult of ſuch Survey is to be noted in the Daily Receipt Book, and the quantity of Stores actually received is to be inſerted therein, in the ſame manner as has been before deſcribed reſpecting other Stores, diſtinguiſhing any part that may be found ſerviceable.

Appendix, No. 19. The Storekeeper is then to draw up, in the preſcribed form, a regular Report of Survey on the back of that which may have been received from the Purſer, or on a ſeparate paper if none ſhall have been ſent, expreſſing in detail the ſtate and condition of each package of Proviſions, the ſpecies and quantity contained therein, and the purpoſe for which the ſame may be moſt applicable.

The Storekeeper is, after ſigning this Document, to forward the ſame immediately to the Clerk of the Check, for being by him compared with his Daily Receipt Book, ſigned, and delivered to the Agent, by whom it is to be examined, and, if found correct, ſigned alſo by him, and tranſmitted to this Office.

104.]—Whenever it may happen that any quantity of Flour has been condemned by Survey, the opinion of the Maſter Baker ſhall be taken whether the ſame can be with advantage mixed with Biſcuit Stuff, and manufactured into Bread, and ſuch part thereof as may be found fit for that purpoſe is to be ſent to the Bakehouſe, to be prepared and mixed accordingly.

105.]—Whenever empty Caſks, Staves, Iron Hoops, empty Lemon Juice Caſes, and Bottles, Hides, Tallow, or empty Bread Bags, ſhall be landed from His Majeſty's Ships and Veſſels, or hired Tranſports, the Cooperage Stores ſhall be properly ſorted and arranged, under the inſpection of the Maſter Cooper or a Foreman of Coopers, and the other articles by ſuch perſon as may be appointed to that Duty. They ſhall then be taken an account of by

Appendix, No. 20. the two Receiving Clerks, in Books to be kept by them reſpectively for that purpoſe, in the form annexed, in which they are to ſpecify the name of the Ship and Purſer, and the name of the Hoy that brought the ſame on ſhore, the quantity of each ſpecies of Stores, and from what Anchorage returned; and the Purſers, being allowed credit for broken Lemon Juice Bottles on returning that part on which the Stamp is imprinted, the two Clerks are to enumerate the broken Bottles by the quantity of Stamps returned, and inſert the ſame in the proper column; being alſo very correct in taking the Account of each deſcription of Caſks, Staves, Hoops, &c. and ſhould any of the Caſks appear to have been injured from careleſſneſs, or improperly ſhaken, or the Staves and Iron Hoops damaged, for want of due care being taken of them, on board, or in the Craft which brought them on ſhore, the circumſtances are to be repreſented to the Agent, for our information.

106.]—If it ſhould happen that any Victualling Tranſports, or other Veſſels may return from the Fleet at Sea, with condemned Proviſions, or empty Caſks and Packages, to be delivered into Store, the ſame ſhall be received and taken account of, in all reſpects, as if returned from Ships, and the Storekeeper is then to make out a Receipt in duplicate for the whole quantity ſo received from each Victualling Tranſport or other Veſſel, which, on being examined and atteſted by the Clerk of the Check, is to be ſent to the Agent, who will approve and deliver one of the Duplicates to the Maſter of the Veſſel, and reſerve the other for examination of the Storekeeper's Accounts.

107.]—When any Stores may be ſupplied to the Eſtabliſhment from the Dock Yard, the Royal Naval Hoſpital, or any other Department of His Majeſty's Service, the quality thereof ſhall be examined by the Officers, and the quantity taken account of in the Daily Receipt Books by the two Clerks, in all reſpects the ſame as has been already deſcribed; and the Storekeeper is, in like manner, to make out a Receipt for the ſame in duplicate, which ſhall be examined and atteſted by the Clerk of the Check, and approved by the Agent, as before directed; who is to deliver one Duplicate thereof to the Officer from whom the Stores ſhall have been received, and retain the other in his poſſeſſion, for examining the Storekeeper's Accounts thereby.

108.]—Such articles as Ironmongery and Turnery Ware, Nails, Twine, Artificers' Tools, Utenſils, and other Implements, procured for carrying on the Services of the Eſtabliſhment, not being of a nature to be with propriety included in the periodical Accounts of Proviſions and Victualling Stores, the Storekeeper is to repreſent to the Agent ſuch ſupplies of the above

Appendix, No. 21. Stores as the current Service may from time to time require, by Note under his hand, in the form annexed; and the Agent is, on finding the ſame to be proper and neceſſary, to approve thereof, and take the neceſſary meaſures to procure the articles wanting.

When ſuch materials are delivered in, they are not to be entered in the Daily Receipt Books, like other Stores, but the Storekeeper and Clerk of the Check ſhall each of them

Appendix, No. 22. keep a Book, in the annexed form, on one page of which their reſpective Clerks are to take an account, in the order of dates, of the ſpecies and quantity of the different articles ſupplied, and from whom or whence they were received.

When any of the above Stores are wanted for the Service, the Maſter Artificer, Foreman, or other perſon in whoſe Department the ſame are to be uſed, is to demand from the Storekeeper,

keeper the neceſſary ſupply, by Note in the form annexed, producing, where practicable, the utenſils in lieu of which they are to be furniſhed, that they may be depoſited with other unſerviceable articles in Store. Appendix, No. 23.

The Storekeeper is then to ſend the Note to the Agent, with any remarks on the propriety of the demand which he may think proper; and if the Agent approve of the demand, he is to affix his initials thereto, and cauſe it to be returned to the Storekeeper, to be acted upon; and the Iſſuing Clerks are ſeverally to inſert, in the order of dates, on the oppoſite page of the Book before-mentioned, the ſpecies and quantity of the Stores ſo ſupplied, with the name of the perſon to whom they were delivered, who is to ſign his name, as having received the ſame; and the Storekeeper and Clerk of the Check are afterwards to ſign and return the Note to the Agent, who will, at the end of the quarter, examine the Storekeeper's Accounts thereby.

ISSUE OF RAW MATERIALS TO THE MASTER TRADESMEN, AND RECEIPT OF THE MANUFACTURED PRODUCE.

109.]—When, in the manner before directed, the Storekeeper ſhall have received Wheat from Contractors, and depoſited the ſame in the Granary, under the charge of the Maſter Miller or other perſon entruſted therewith, he is to give directions for the ſame being ground into Biſcuit Stuff, or dried on the kiln and ground for Store Flour, in ſuch proportions as, according to the urgency of the Service, may be requiſite.

The Maſter Miller or Granary Man is to keep an Account, in the annexed form, of the ſeveral quantities, as well in weight as meaſure, of Corn from time to time placed in the bins over the Mills, and alſo of what may at any time have been placed on the kiln for drying; and he is to inſert, in the laſt column, the whole quantity of Corn thus daily diſpoſed of from the Granary, diſtinguiſhing the loſs ariſing in the drying of ſuch as may have been ſent to the kiln. Appendix, No. 24.

110.]—The Corn which may have been ſent to Contractors' Mills, is, when ground into Meal and dreſſed into Biſcuit Stuff of the preſcribed quality, to be delivered at the Bakehouſe; but the Bran produced therefrom is to be received into Store, the quantity of both being previouſly taken account of in the two Daily Receipt Books, by the reſpective Clerks of the Storekeeper and Clerk of the Check.

111.]—The Corn which may be from time to time ſtarted into the bins over the King's Mill, is to be entered in an Account to be kept by the Maſter Miller, in the annexed form; wherein he is to ſpecify, both in weight and meaſure, the quantity manufactured into Biſcuit Stuff, as well as the quantity of kiln-dried Wheat which may be manufactured into fine Flour. Appendix, No. 25.

The Maſter Miller is then to cauſe the Meal, produced in converting the Corn for Biſcuit Stuff, to be properly dreſſed by the Paſtry Men under his inſpection through a machine or cloth of ſuch fineneſs as is now in uſe, or as we may hereafter direct. The Biſcuit Stuff produced is to be weighed, and the quantity entered in the proper column of the Account, and forwarded to the Bakehouſe. The quantity of Bran ariſing therefrom is alſo to be ſpecified in the Account and delivered into Store, and entered in the Daily Receipt Books as before deſcribed; and the Maſter Miller is frequently, but at leaſt once a quarter, to clear the Mill of all the Meal and Flour, as well as of the Bran, &c. ariſing therefrom, and of the Corn placed in the bins, in order to ſettle his Account; and he is to note, in the column allotted for the purpoſe, the loſs ſuſtained in grinding and dreſſing, by comparing the weight of the Corn ground at the Mill with the quantity of Biſcuit Stuff and Bran produced therefrom.

112.]—The Maſter Miller is, in like manner, to cauſe the produce of kiln-dried Wheat to be carefully dreſſed, and take an exact Account, in the preſcribed columns of the form before-mentioned, of the quantity of fine Flour, Middlings, and Bran ariſing therefrom, as well as of the loſs in grinding and dreſſing.

The fine Flour and Bran are to be delivered into Store, and entered in the two Daily Receipt Books as uſual, but the Middlings are to be ſent to the Bakehouſe for being properly mixed with Biſcuit Stuff, and taken account of at the Mill.

113.]—The Maſter Baker is to keep an Account, in the annexed form, of the ſeveral quantities of Flour, Meal, &c. received at the Bakehouſe, and of the Bread produced therefrom and returned into Store. Appendix, No. 26

In this Account he is to ſpecify the exact quantity of Biſcuit Stuff daily received from the King's Mill, including ſuch portion of Middlings as may have ariſen in the manufacture of fine Flour at the Mill, and been mixed with the ſame; the fine Flour which may have been condemned by Survey, but found fit (and delivered to him) for being mixed with Biſcuit Stuff, and the Biſcuit Stuff which may at any time have been delivered in by Contractors; he is to be careful to cauſe every ſeparate portion of Flour or Biſcuit Stuff, when lodged at the Bakehouſe, from whatever quarter it may be received, to be weighed under his inſpection, that he may be ſatisfied of the correctneſs of the Account to be taken thereof as before directed.

114.]—The Maſter Baker is likewiſe to inſert, in the proper column of the above Account, the total quantity of Bread daily baked; and, with a view to aſcertain the earnings of the Bakers employed under him, he is further to diſtinguiſh, in the columns allotted for the purpoſe, the quantity daily baked at each oven.

To this end he is to cauſe each ſuit of Bread, within an hour after being drawn out from the oven, to be carried up to the Drying Loft, and there weighed.

The perſon entruſted with this Duty is to keep a Book, in the annexed form, having a column Appendix, No. 27.

column for each oven; and he is, on weighing each ſuit, to inſert the quantity in the column allotted for the oven at which the ſame ſhall have been baked, and the Bread is to be then ſtarted upon the Drying Floors.

The quantity then weighed from each oven is, at the end of the day, to be totalled; and the whole Bread baked, as well as the number of ſuits weighed from each oven, are then to be carried into the Maſter Baker's Book in the manner aforeſaid.

115.]—After the Biſcuit ſhall have remained in the Drying Loft a ſufficient time to render it fit for Service, the Maſter Baker is to cauſe it to be put into bags, containing each one hundred and twelve pounds, and returned into the Storekeeper's charge, the two Receiving Clerks ſeeing the ſame weighed, and taking an account of the quantity thereof in their reſpective Daily Receipt Books as uſual; and the Maſter Baker is likewiſe to note, in the proper column of his Book, the total quantity of Bread which may at any time be returned into Store as above ſpecified.

He is further to take every opportunity, but at leaſt once a quarter, to compare the total quantity of Flour, &c. received by him with the total quantity of Biſcuit baked, to aſcertain the loſs in baking; and, by comparing the total quantity of Biſcuit baked and ſtarted into the Drying Loft with the total quantity delivered into Store, to aſcertain the loſs in drying, and the reſult of ſuch compariſons is to be entered in the aforeſaid Book, in the columns allotted for that purpoſe.

116.]—From the Accounts kept by the Maſter Miller or Granary-man, and Maſter Baker, and from the Daily Receipt Book, the Storekeeper is to make up a Converſion Account in the annexed form; wherein he is to ſpecify daily the total quantity of Wheat received into the Granary from Contractors, the quantity which may be ſent from thence to the kiln to be dried for Store Flour, with the loſs ariſing in drying the ſame; the quantity daily ſtarted into the bins over the Mills of kiln-dried Wheat for fine Flour, and of Wheat from the Granary for Biſcuit Stuff; the quantity of Biſcuit Stuff ſent from the Mill to the Bakehouſe, with the quantity of Bran ariſing in dreſſing the ſame, and returned into Store, and the loſs in grinding and dreſſing when the ſame has been aſcertained; the quantity of fine Flour, and the Bran and Middlings ariſing in dreſſing the ſame, and returned into Store, with the loſs in grinding and dreſſing ſuch fine Flour; the total quantity of Biſcuit Stuff, Flour, and Middlings received at the Bakehouſe, diſtinguiſhing the quantities of Condemned Flour received from the Stores, as well as ſuch quantities of Biſcuit Stuff as may have been delivered in by Contractors; the quantity of Biſcuit ſtarted into the Drying Loft, with the loſs in baking as well as the loſs in drying the ſame, when aſcertained; and ſhewing alſo the quantities of Biſcuit, fine Flour, and Bran daily returned into Store by the Maſter Baker and Maſter Miller reſpectively. Appendix, No. 28.

The Storekeeper having, from day to day, inſerted the various matters above-mentioned in this Converſion Account, he is to caſt up the whole at the end of the quarter, in order that the total may ſhew the quantity of Wheat manufactured in the courſe of the quarter, with the exact returns therefrom, and the real loſs in each ſtage of the converſion.

117.]—All Staves, Wood, and Iron Hoops of every deſcription, Deals, Flags, Rivets, Coopers' Nails, and Willow Rods for Twigs which may be received from Contractors or otherwiſe in a raw ſtate, ſhall, on the delivery thereof, and after having been taken account of by the two Receiving Clerks and the Maſter Cooper or his Clerk, be transferred into the charge of the Maſter Cooper for converſion, except at ſuch Ports where it may have been the uſage to ſupply any of the above articles to His Majeſty's Ships, or to other Victualling Eſtabliſhments, in which caſe the Storekeeper ſhall always retain in his own poſſeſſion ſuch portion of the ſaid Materials as may, according to circumſtances, appear to the Agent to be fully ſufficient for any demand that may probably be made for the purpoſes aforeſaid; and if, at any time, the Maſter Cooper ſhould be in want of any Materials before the uſual ſupplies may have arrived, the Storekeeper is to make a further iſſue to him from the portion remaining in his charge.

In like manner, whenever new Caſks may be received in packs from other Ports, the ſame ſhall forthwith be delivered into the Maſter Cooper's charge for being again ſet up, hooped, and completed.

118.]—When old Caſks, Staves, or Iron Hoops ſhall be returned from Ships or Tranſports, the Maſter Cooper is, if the Service will permit, to attend himſelf, or if not to cauſe a Foreman of Coopers to attend, to ſelect ſuch Caſks as may require repair, and alſo ſuch as are unfit to be repaired, that the latter may be ſhaken. He is alſo to cauſe the Staves, Hoops, &c. ariſing from ſuch Caſks, as well as thoſe returned from Ships to be properly ſorted, and ſuch parts thereof as may be unfit to be appropriated for making Caſks of any ſmaller dimenſions required for the Service, are to be retained by the Storekeeper, and ſet apart for being ſurveyed and put into lots for ſale; but the ſerviceable articles are to paſs into the charge of the Maſter Cooper for being converted to the purpoſes for which they may be beſt adapted.

The Maſter Cooper is to cauſe ſuch Caſks as are in want of repair to be taken in hand and completed as ſoon as may be convenient by the Coopers employed under him, but he is not to charge himſelf therewith.

119.]—On all occaſions of receiving new or old Staves and other Materials of the nature above deſcribed, the Maſter Cooper or his Clerk is to attend with the two Receiving Clerks, and take an Account of the exact quantity delivered over into the charge of the Maſter Cooper.

But notwithſtanding the new and old ſerviceable Materials are transferred, as before deſcribed, into the cuſtody of the Maſter Cooper for being manufactured, the Storekeeper will charge himſelf from his Daily Receipt Book with the total quantity received of each deſcrip-

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tion: the two Receiving Clerks are therefore to note in the Daily Receipt Books, whether the whole or what part of the Stores ſo received were transferred to the Maſter Cooper, that at the end of the quarter his Account may be examined thereby; and, in order to account ſatisfactorily for the old Caſks returned to the Storekeeper from Ships, his Clerk and the Clerk of the Check's Clerk, ſhall each keep a Book in the annexed form, wherein they are to inſert the total number of Caſks of each deſcription which may at any time be ſhaken, with the number of ſerviceable as well as the number of unſerviceable Staves and Iron Hoops ariſing therefrom. They are further to diſtinguiſh, in the ſaid Books, the number of Caſks of each ſort which may be daily delivered for being repaired by the Coopers, that it may be always known what quantity of ſerviceable Caſks are unappropriated. Appendix, No. 29.

120.]—The Stores for converſion having, in the manner before deſcribed, come into the Maſter Cooper's charge, he is to allot the raw Staves to the Sawyers, from time to time, for being converted into the Scantlings of ſuch Caſks as the Service may require; he, or one of his Foremen, always pointing out the deſcription of Staves from which the Scantlings wanted may with the beſt economy be produced.

121.]—The Maſter Cooper is to allot, from time to time, ſuch new and old Materials as may be requiſite to repair the ſerviceable Caſks in the Storekeeper's charge; and the Foreman, ſuperintending the repairing Duty, ſhall deliver every evening to the Maſter Cooper, an Account, in the form annexed, ſpecifying the exact quantity of new and old Materials of every deſcription expended in Repairs in the courſe of the day. Appendix, No. 30.

122.]—The Maſter Cooper is alſo to allot the making of ſuch ſpecies of Caſks as the Service may from time to time require, to the Block Coopers; and he is to deliver the Caſks, and other articles manufactured by them, to the Storekeeper on his application for the ſame, taking care that they are properly ſeaſoned, and in all reſpects fit for the Service for which they may be wanted.

The number of Caſks of each deſcription, delivered on thoſe occaſions, will be taken account of by the Clerks of the Storekeeper and Clerk of the Check, in their reſpective Daily Receipt Books, and they are to diſtinguiſh whether the Caſks and other Cooperage Wares, ſo received, be made from new, or converted from old Materials.

123.]—The Offal ariſing from converſions in the Cooperage, is to be carefully ſet apart and ſorted, keeping the Boards Ends, Doublet Ends, Slab Ends, Chips and Sawduſt, and old Iron Hoops ſeparate from each other, and they are from time to time, as the ſame ſhall accumulate, to be delivered into the Storekeeper's charge for being ſurveyed and ſold, or otherwiſe diſpoſed of; and the quantity of each deſcription, ſo delivered, is to be taken account of by the two Clerks in the Daily Receipt Book as before deſcribed.

124.]—At the end of every quarter, a minute and particular Inventory is to be taken of the Stores remaining in the Maſter Cooper's charge, by a Clerk from the Office of the Agent, and another from that of the Clerk of the Check, together with the Maſter Cooper's Clerk, who ſhall ſeparately note, in Books to be kept by each of them, the exact quantity of new Staves, Iron and Wood Hoops, and other raw Materials of every deſcription; the exact quantity of the old Staves and Hoops, the total number of each ſort of Scantlings produced from raw Staves, and the quantity of each ſpecies of new Caſks, or packs of Caſks, as well as Caſks made from old Materials, remaining in the Maſter Cooper's charge.

125.]—The Maſter Cooper is to enter all the matters before-mentioned in his Quarterly Converſion Account, which he is to keep in the annexed form. Appendix, No. 31.

At the commencement of the quarter, he is to enter in the firſt line thereof the quantity of each deſcription of new Staves and other new Materials; the number of packs as well as the quantity of old Staves, &c. and the number of each ſort of Scantlings which may have been found to remain at the Survey then taken; but not to inſert any Caſks or Offal which might have then remained. He is afterwards from time to time to inſert, in the columns provided for the purpoſe, the ſeveral quantities of new or old Materials coming into his charge, according to the rough account thereof, which may have been taken by his Clerk in the manner before deſcribed. (V. Art. 119.)

126.]—The Maſter Cooper is likewiſe, whenever an Account of the Sawyers' work ſhall have been taken by him and the Clerk of the Check, in the manner and form deſcribed in the Inſtructions hereafter given on that head, to abſtract therefrom the whole quantity of Scantlings of each ſpecies produced on that occaſion, which he is immediately to inſert in the proper columns of the Converſion Account before-mentioned. (V. Art. 267.)

127.]—He is alſo to tranſcribe into it the total quantity of each ſpecies of new and old Materials, which may at any time be expended in carrying on Repairs of Caſks, as the ſame ſhall appear by the Note delivered into his Office, on thoſe occaſions, by the Foreman under whoſe inſpection the Repairs may have been executed.

128.]—The Maſter Cooper is further, whenever Caſks and other manufactured articles ſhall have been delivered into the charge of the Storekeeper, to cauſe his Clerk to attend with the two Receiving Clerks, and take a rough note of the quantity of each deſcription of Caſks, &c. ſo delivered, and he is afterwards to enter, in the proper columns of his Converſion Account, the total quantity of each ſpecies of new Caſks, and likewiſe the total quantity of each ſpecies of Caſks and other articles made from old Materials, which may on any ſuch occaſion be thus delivered into the Storekeeper's charge; and he is in the ſame manner to enter the different quantities of Offal which may, from time to time, be delivered to the Storekeeper, diſtinguiſhing the ſeveral ſpecies ſo delivered in the columns allotted for each.

129.]—At the end of the quarter, the Maſter Cooper is to caſt up the ſeveral entries in his Converſion Account, and inſert the total in one line; and in caſe it ſhould have happened that the Storekeeper might have been directed to ſupply Cooperage Stores in a raw ſtate, to any other Port, and had none remaining in his own poſſeſſion, the Maſter Cooper is to keep

a ſeparate account of any Materials which he may have returned to the Storekeeper for the above purpoſe, and he is to deduct the amount of ſuch returns in the courſe of the quarter from the total quantity of the raw Materials with which he became charged as above mentioned, that the remainder may ſhew the exact quantity of Stores for which he himſelf ſhall then be accountable. Underneath which he is to inſert in one line, at the bottom of the Account, the exact quantity of raw Materials, old Materials, converted Scantlings, and Caſks, made from new and old Materials, which by the Survey taken by the three Clerks, at the end of the quarter, as before deſcribed, ſhall have been found to remain in his charge. He is then to deduct the quantity of new and old Materials remaining from the quantity for which he is accountable, that the reſult may ſhew the exact quantity of raw Staves which had been converted into Scantlings, and the exact quantity of other new Stores (ſuch as Hoops, Rivets, &c.) which had been expended in converſion, in the courſe of the quarter. The Maſter Cooper is alſo, from the quantity of Scantlings which remained at the commencement of the quarter, and the quantity produced by the converſion of new Staves in the courſe thereof, added together as aforeſaid, to ſubſtract as before deſcribed the quantity found to remain at the end of the quarter; by which means the exact number of each deſcription of Scantlings worked up into Caſks and other articles in the courſe of the quarter will appear. Having caſt up in the Converſion Account, as before-mentioned, the total quantity of Caſks of each ſpecies made from new and old Materials, which were delivered into the charge of the Storekeeper in the courſe of the quarter, the Maſter Cooper is to add thereto the total number of each ſort of Caſks which may have been found, by the Survey before-mentioned, to remain in his charge at the time of making up the Account, and this will ſhew the total quantity of Caſks which have come into his charge in the courſe of the quarter.

He is then to deduct from this total the quantity of Caſks which remained in his charge at the expiration of the laſt quarter, as the ſame ſhall appear in the Inventory then taken, and the remainder will be the exact number of Caſks of each deſcription, as well thoſe compoſed of new as thoſe compoſed of old Materials, which have been manufactured in the courſe of the quarter.

In the ſame manner he is to ſpecify the quantity of Offal delivered into the charge of the Storekeeper, and the quantity then remaining in his own poſſeſſion, by which the quantity produced in the courſe of the quarter will be aſcertained.

130.]—With a view to aſcertain that due economy has been obſerved in the converſion of raw Staves into Scantlings, and alſo in the working up of Scantlings into Caſks, we think it right to apprize the Maſter Cooper that we ſhall compare his Account of converſions with thoſe of the Maſter Coopers of the other Yards; and if, upon that compariſon, it ſhall appear that due attention has not been paid to the preſervation as well as to economy in the converſion of the Staves entruſted to his care, we ſhall not fail to call upon him to ſtate to us what appears to him to be the cauſe of ſuch waſteful converſions; and, if his explanation ſhall not prove ſatisfactory, we ſhall take ſuch further meaſures thereupon as the caſe may ſeem to require.

131.]—The Quarterly Converſion Account, after being completed as before deſcribed, and ſigned by the Maſter Cooper, is to be ſent to the Storekeeper, that he may extract therefrom ſuch parts as may be neceſſary for making up his Quarterly Account; from thence it is to be forwarded to the Clerk of the Check, who is moſt carefully to examine the ſame by his Daily Receipt Books, and by his Account of Sawyers and Coopers' earnings, which ſhall (V. Art. 267.) have been taken in the manner hereinafter directed; and having, as far as poſſible, aſcertained the Account to be correct, he is to atteſt the ſame, and forward it to the Agent's Office.

The Agent, after examining the ſame, and calling for any other Documents or Explanations which he may think neceſſary to ſatisfy himſelf of its accuracy, is to retain the ſaid Account in his Office, till the Storekeeper's Accounts come before him, that he may ſee whether that Officer has faithfully accounted for all the new and old Cooperage Stores received by him, as well as charged himſelf with ſuch manufactured articles as are ſtated to have been delivered to him by the Maſter Cooper.

132.]—When Hops for the uſe of the Brewery ſhall at any time be received, the ſame ſhall not be taken an account of in the Daily Receipt Book like other Stores, but the Store- Appendix, No. 32. keeper and Clerk of the Check ſhall each of them keep a Book in the form annexed; and their reſpective Clerks on the Receiving Duty ſhall ſpecify therein the time of receiving any Hops, the name of the Contractor who ſupplied them, or the Port from which they came, with the name of the Veſſel and Maſter that brought them, the number and weight marked on each particular Bag or Pocket of Hops, as well as the real weight thereof when received, with the difference whether over or under the marked weight, and diſtinguiſhing of what year's growth the Hops may be.

133.]—The Storekeeper is to iſſue ſuch proportions of Malt and Hops to the Maſter Brewer as he ſhall, from time to time, require, according to the quantities of Beer to be brewed. Separate Accounts of ſuch Malt and Hops are to be taken by a Clerk from the Appendix, No. 33. Storekeeper's Office, and one from the Office of the Clerk of the Check, in Books in the annexed form, ſpecifying the time when the quantity of each ſort of Malt, and the quantity of Hops iſſued, and of what year's growth the latter may be, obſerving that the Hops in each Bag are, on being iſſued to the Maſter Brewer, to be weighed, and the quantity as well as the time of iſſue entered in the Hop Book hereinbefore deſcribed, together with the weight of the Bag, and the difference, whether more or leſs, between the actual quantity of Hops when iſſued for uſe, and the weight thereof when received into Store, and any other remarks which may be conſidered neceſſary to make thereon.

134.]—The

134.]—The Maſter Brewer is to have charge of the Beer until it ſhall be ſufficiently fermented, the Caſks filled up, and ready for being delivered, when the ſame is to be transferred to the Account of the Storekeeper.

The quantity ſo transferred is to be daily taken an Account of by the two Clerks before-mentioned, in their reſpective Brewery Books, in which they are alſo to inſert an exact Account of the quantity of Yeaſt and Grains produced from each Brewing; the entries in which Books are to be totalled at the end of the quarter, that the whole quantity of Malt and Hops expended, with the whole quantity of Beer, Yeaſt, and Grains, produced therefrom, may appear at one view. But, notwithſtanding the Beer ſhall be ſo delivered into the Storekeeper's charge, the Maſter Brewer is frequently to examine the ſtate thereof and to inform him, for his guidance in iſſuing the ſame, what part of it, in his opinion, ought to be firſt expended, to prevent, as much as poſſible, any of it from turning ſour, and becoming a loſs to the Crown.

CUTTING UP, SALTING, AND PACKING THE BEEF AND PORK FOR STORE MEAT.

135.]—When the Oxen ſlaughtered for being ſalted ſhall have been examined, in the manner and under the precautions before directed, and the quality of the Meat fully approved by the Officers, it is to be received by a Clerk from the Storekeeper's Office, and another from that of the Clerk of the Check, who are, after the kidney and ſuet ſhall be taken out of the hind quarters, to take an Account in a Book, to be kept by each of them in the form annexed, of the exact weight of every fore and hind quarter of each Ox, which are to be weighed together; and when ten carcaſſes ſhall have been weighed in regular ſucceſſion, as above, the two Clerks are to calculate and inſert in their ſaid Books, oppoſite the entry of the weight of each fore and hind quarter, the number of eight-pound pieces which may be contained therein, after deducting ſixteen pounds for every hundred weight which it may have weighed, as the allowance for the legs, ſhins, and marrow bones. (V. Art. 91.) Appendix, No. 34.

136.]—The Maſter Butcher is then to ſee the legs and ſhins cut off at the joints or proper places, and the marrow bones taken out as clear of Meat as poſſible, and cauſe the Randers and Meſſers to proceed to cut up the Meat into the uſual meſs-pieces, at the rate of twelve to every ninety-ſix pounds of Beef, taking care that it be divided in the moſt equitable manner, by cutting the prime pieces a little under eight pounds, and thereby allowing the other pieces, agreeably to their coarſeneſs or quantity of bone, to be over that weight.

137.]—Whenever any fore and hind quarter have been cut up, the two Clerks are to inſert the actual number of pieces produced therefrom, in the proper columns of their reſpective Books, and they are to inform the Randers and Meſſers of the number of pieces which ſuch fore and hind quarter had been previouſly calculated to produce, in order that they may endeavour to make up for any variation in cutting up the next two quarters.

138.]—When the whole of any Killing has been weighed, cut up, and entered in this manner, the ſaid two Clerks ſhall form a total of the ſeveral entries in their reſpective Books, and they are to carry ſuch total into another Book, to be called the Pack Book, and which is to be kept by each of them, in the annexed form, for the entry of the produce of each Killing or Pack. Appendix, No. 35.

In this Book they are to inſert the date of the Pack or Killing, the total number of Oxen which had been ſlaughtered on the occaſion, the groſs weight of the Beef, and the total number of meſs pieces into which the ſame had been cut up. They are then to ſee the whole quantity of kidney-ſuet, with ſuch of the caul-ſuet as may be fit to be received, the legs, ſhins, marrow bones, and ſcraps of meat produced from the whole of the Killing, ſeparately weighed, and the exact quantity of each, together with the number of tongues, are to be entered in the proper columns of their reſpective Account Books laſt-mentioned. The Beef, Suet, and Tongues ſhall then be committed to the Maſter Butcher, to be cured and packed into the proper Caſks; and they ſhall allot to him, for this purpoſe, whatever portion of Salt he may require, taking an account of the quantity ſo allotted in the proper columns of the aforeſaid Pack Book.

139.]—The Hogs which may have been ſlaughtered are to be weighed two at a time, and the exact weight entered by each of the Receiving Clerks into the firſt Book before ſpecified; and they are reſpectively to calculate and inſert therein the exact number of meſs-pieces of four or ſix pounds (as the caſe may be) which every two Hogs ought to produce, after deducting at the rate of two pounds for every hundred weight of the groſs weight as the allowance for waſte; they are then to be cut up, under the ſuperintendence of the Maſter Butcher, and in the preſence of two Clerks, in the manner before deſcribed with reſpect to Beef; and the number of pieces actually produced is to be inſerted oppoſite thereto. Appendix, No. 34.

140.]—When the buſineſs of weighing and meſſing the Pork is over, the Clerks are to caſt up the ſeveral entries which relate thereto; and from thence they are to enter, in the proper columns of the Pack Books before-mentioned, the total number of Hogs which had been ſlaughtered on the occaſion, and the diſtinguiſhing number of the Pack, the total quantity of the Pork weighed as aforeſaid, the number of ſix or four-pound pieces into which it may have been cut up, and the quantity of ſcraps or offal ariſing in the proceſs. The Pork is then to be committed to the Maſter Butcher to be cured, and the two Clerks are to allot ſuch quantity of Salt as he may deſire for that purpoſe, taking an account thereof in the proper columns allotted for that purpoſe in the Pack Book. Appendix, No. 35.

141.]—The Maſter Butcher is to be particular in ſalting the Beef, that the ſeveral pieces are well rubbed with white Salt, mixed with a proportion of Saltpetre, at the rate of one

ounce to every fourteen pieces, and ſtowed into the binns with a proper quantity of Salt between the layers, in which ſtate it is to remain for ſix days, care being taken, for the more effectually haſtening the cure thereof, that the Brine which runs from the Meat be thrown over it again, and repeated at leaſt twice a day, covering the whole each time with a freſh layer of Salt. After it ſhall have lain ſix days as above, he is to cauſe it to be properly packed in Barrels, Half-hogſheads, or ſuch other deſcription of Caſks as may be directed, with a proportion of two pounds of Bay Salt for every piece of Beef, which is carefully to be diſtributed between the layers thereof.

He is to be particularly attentive to cauſe the quantity of Beef intended for every Caſk, to be weighed before being packed, in order to enſure that not only the number of pieces but the weight of the Beef be the ſame in each Caſk of equal dimenſions.

He is to ſee that the ſeveral Caſks are properly headed up, and that the neceſſary marks for tracing the ſame, and aſcertaining the contents thereof, and time when cured be made thereon.

When the whole Pack of Beef has been thus diſpoſed of, the two Clerks aforeſaid ſhall ſpecify in the Pack Books, immediately oppoſite the entry which they had previouſly made of the total number of meſs-pieces which the whole Pack had produced, the number of Caſks into which the ſame had been packed, by denoting the diſtinguiſhing numbers of the firſt and laſt Caſk of the Pack; by which means, if a Caſk of Beef bearing any of the intermediate numbers ſhould afterwards be complained of, it may readily be traced to the Pack to which it belongs.

The Caſks are then to be properly ſtowed, each Pack being kept ſeparate, and committed to the charge of the Storekeeper.

142.]—In curing the Pork, the Maſter Butcher is to obſerve the ſame directions as have been before laid down in regard to curing of Beef, cauſing the ſeveral pieces to be well rubbed with white Salt, mixed with Saltpetre, at the rate of two ounces for every hundred weight of Pork; and when they have lain in the Salt ſix days as before-mentioned, they are to be properly packed in the ſame manner, and with the ſame proportion of Bay Salt between the layers as was expended in curing Beef; and the two Clerks ſhall in like manner ſpecify the number of Caſks into which the Pork had been packed in the columns allotted for that purpoſe, in the Pack Book before deſcribed.

143.]—At the end of the quarter, the Storekeeper is to caſt up the ſeveral entries which may have been made in his Pack Book, in order that the whole quantity of Beef and Pork which may have been received in the courſe of the quarter, together with the number of meſs-pieces, ſuet, offal, &c. produced therefrom, and Salt expended in curing the ſame, may appear at one view.

ISSUE AND EXPENDITURE OF PROVISIONS AND VICTUALLING STORES.

144.]—All Demands for Proviſions, Water, and Victualling Stores of every deſcription, which may be required for any of His Majeſty's Ships and Veſſels in Commiſſion, Navy Tranſports, Tenders, &c. will be made out in the annexed form, ſigned by the Purſer, and approved by the Captain or Commander of the Ship or Veſſel for which the Proviſions may be required, and addreſſed to the Agent Victualler, who, upon the Receipt thereof, ſhall, if no irregularity appear therein, cauſe it to be entered in a Book, in the annexed form, to be kept by him for the purpoſe, with the date thereof, the time when it ſhall have been received at his Office, and the name of the Ship and Purſer; it ſhall then be ſigned by him or his Clerk, and forwarded to the Storekeeper for being complied with.

Appendix, No. 36.

Appendix, No. 37.

But if the Agent or Storekeeper ſhall find any Demand to be irregular, or differing from the eſtabliſhed allowance of Proviſions inſerted in the Appendix, in ſuch caſe the Agent ſhall make a repreſentation thereof to the Captain of the Ship, and, if the circumſtance ſhall require it, to the Admiral of the Port, and receive his directions in writing, before he ſhall authorize any Proviſions or Stores to be ſupplied contrary to the eſtabliſhed Regulations.

Appendix, No. 38.

145.]—The Storekeeper is to proceed to ſupply the Ships in ſucceſſion, according as the Demand ſhall be delivered, unleſs the Agent ſhall give him directions to the contrary; taking care however to employ all the Hoys and Victualling Craft to the beſt poſſible advantage for completing the Ships in Port, generally, with the utmoſt diſpatch, by not ſending too many Veſſels at once to any particular Ship, ſo as to cauſe a loſs of time by their not being immediately cleared.

146.]—When any Proviſions may have been demanded for Foreign Service, the Storekeeper is to iſſue thoſe that are freſheſt, or in the beſt ſtate for preſervation; being careful, as far as poſſible, to ſuit the quality of the Proviſions to the Service for which they are intended.

In all other caſes the Storekeeper is to iſſue firſt the Proviſions that are the oldeſt, or in the worſt condition for keeping, and to this end he is to regulate the conveyance of them to the reſpective Ships, that the Proviſions which it may be proper to expend firſt may be the laſt received into the Ships, and thereby be ſtowed uppermoſt, and moſt readily be got at for being firſt expended.

147.]—When the Proviſions or Stores are taken out of the Storehouſes, and properly arranged for being ſhipped off, and the Hoys or Lighters in readineſs for the conveyance thereof, the Storekeeper is to give timely notice to the Clerk of the Check, who will ſend a Clerk from his Office to attend the iſſue of the Proviſions, in conjunction with a Clerk from the Storekeeper's Office.

Appendix, No. 39.

Each Clerk is to have a Daily Iſſue Book, in the annexed form, in which he is to enter,

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in the ſeparate columns allotted for the purpoſe, the date of each Iſſue, the name of the Ship or Veſſel for which it may be intended, and of the Hoy or Lighter conveying the ſame, the ſpecies and quantity of the Proviſions or Stores to be ſent, as well as the number and contents of each Caſk in which the ſame may be contained, with the deſcription of the Caſk, and number of Iron Hoops, the Contractor's name, or any other diſtinguiſhing marks which may be thereon; ſpecifying alſo from whence and the time when ſuch Caſks of Proviſions may have been received into Store.

148.]—All Caſks of Wine, Spirits, Beer, and Vinegar are to be ſent off perfectly full, and the exact quantity of Wine or Spirits which any Caſk may have required to fill it up is to be ſpecified oppoſite to the deſcription of ſuch Caſk, in the laſt column of the Daily Iſſue Book, as well as the ſtrength of the Spirits, but the total quantity only of Beer or Vinegar which may have been expended in filling up any ſupply, is to be inſerted. In this column is alſo to be inſerted the time when the Warranty of any Proviſions will expire, with any other remarks thereon which may appear neceſſary for future information; and the two Clerks, before they ſeparate, ſhall compare their reſpective Iſſue Books, that in caſe any difference appear they may inveſtigate the cauſe, ſo as to correct the error before the Stores are carried off.

149.]—The Storekeeper is to make out from his Daily Iſſue Book, in the form annexed, and deliver to the Maſter of the Hoy, a Bill of Lading, and a Receipt for every ſupply made to a Ship or Veſſel, each of which ſhall contain an exact Account of the ſpecies and quantities of all Proviſions, &c. ſupplied, deſcribing the different Caſks or Packages in which the ſame ſhall be contained, with the number of Iron Hoops thereon, and ſpecifying at what periods the Warranty of any of the Proviſions may expire. The Bill of Lading is to be ſigned by the Storekeeper or his Clerk, and the Maſter of the Hoy ſhall deliver the ſame, as well as the Receipt, to the Purſer of the Ship to which the Stores are ſent, who, upon finding the Stores agree with what are ſtated in the ſaid Receipt will ſign the ſame, in acknowledgment of having received the Stores therein ſpecified; and this Voucher is to be brought back by the Hoymen to the Storekeeper, and if no alteration appear to have been made therein, he or his Clerk will affix his initials thereto, and forward it without delay to the Clerk of the Check's Office. Appendix, No. 40.

150.]—The Maſters of Hoys are to be frequently reminded, that, as they will be made accountable for the difference between the quantity of Stores laden on board their reſpective Veſſels, and the quantity contained in the Receipt which the Purſer ſhall give for the ſame, it is incumbent on them not only to take every means in their power to ſatisfy themſelves that the ſeveral Packages mentioned in the Bill of Lading were received by them, but alſo that the Receipt granted by the Purſer ſhould correſpond with what they may deliver.

151.]—When the Clerk of the Check has examined the Purſer's Receipt, and compared it with his Daily Iſſue Book, and found all the Stores therein mentioned to agree with what are ſpecified in the Receipt, he is to atteſt the ſame to be correct, and ſend it forthwith to the Agent, who is to refer to the Book in which he entered the Demand made by the Purſer for the Stores in queſtion, and to inſert oppoſite ſuch entry the time when the Receipt for the Stores then demanded was returned by the Clerk of the Check to his Office.

152.]—When the Storekeeper ſhall, at any time, be directed to ſend Proviſions and Victualling Stores to the Fleet in the neighbourhood of the Port without apportioning the quantity to be ſent to each Ship, the two Clerks ſhall attend the iſſue thereof as before deſcribed, and the Storekeeper ſhall make out a Bill of Lading for the whole quantity which may be ſhipped on board of each Hoy, Lighter, or other Veſſel, which he is to ſign, and deliver to the Maſter or Perſon taking charge thereof.

He is alſo to make out a Receipt correſponding to the Bill of Lading which the ſaid Maſter or other perſon is to ſign for the Cargo entruſted to his care, and the Storekeeper is to furniſh him with a ſufficient quantity of blank Receipts, and inſtruct him how he is to get them filled up, with the quantity of Proviſions and Victualling Stores ſupplied to each Purſer, informing him that if he ſhould fail to bring back proper Receipts, comprehending the whole quantity of Proviſions which he took charge of, the difference muſt be accounted for by him, unleſs he can give ſatisfactory reaſons for not doing ſo, together with information to whom the Stores, for which no Receipt ſhall have been given, were delivered, in order that we may be made acquainted therewith, and cauſe the ſame to be charged accordingly.

When thoſe Receipts are brought back to the Storekeeper, he is, on finding that the whole of them taken together comprehend the whole quantity of Proviſions ſhipped, to mark them with his initials, enter them in the proper Accounts as hereinafter deſcribed, and ſend them forthwith to the Clerk of the Check for being by him examined and compared with his Daily Iſſue Books, and, if found correct, atteſted and forwarded to the Agent in the manner before deſcribed with reſpect to other Vouchers. But if the Maſter of any of the ſaid Veſſels ſhould not produce Receipts for the whole of his Cargo, his Report of the cauſe thereof, as before deſcribed, is to be communicated to us. (V. Art. 192.)

153.]—As the Receipts and Iſſues of freſh Beef and Vegetables, Live Oxen and Hay, are different from thoſe of other Proviſions, in reſpect of their being iſſued as ſoon as received without remaining in Store, the Account of the quantity thereof, which may at any time be received and iſſued, is not to be taken in the Daily Receipt and Iſſue Books like other Stores, but the Storekeeper and Clerk of the Check ſhall each of them keep a Book for the purpoſe in the annexed form; and when the quality of any of the above articles ſhall have been examined and approved of by the proper Officers, they ſhall be taken an Account of in the following manner. Appendix, No. 41.

The two receiving Clerks ſhall ſtate, in their reſpective Books before-mentioned, the time

which any freſh Beef ſhall have been received, the name of the Contractor ſupplying the ſame, with the number and net weight of each quarter; they are alſo to ſpecify the time of iſſuing the ſame, the Ship's name to which it was ſupplied, and the number of pounds iſſued to each Ship; unleſs it may have been iſſued to the Ordinary, in which caſe the total quantity ſo iſſued is only to be inſerted; the manner in which the ſame is to be entered, when diſtributed, being hereinafter pointed out. Previouſly to weighing a hind quarter of Beef, the kidney, with the ſuet thereof, is to be taken out, that the Beef may be weighed by itſelf. At the end of each weighing the total quantity of kidney-ſuet, together with as much of the head of the cauls as ſhall be fit for curing, is to be weighed, and the weight of each ſort of Suet inſerted under the quantity of Beef which may have been received, that a Certificate for the whole may be given to the Contractor.

The number of Tongues received on thoſe occaſions is likewiſe to be ſpecified in the ſame Account, and which, together with the Suet, are then to be delivered to the perſon appointed to cure the ſame, who is particularly to obſerve that the quantity of Suet intended to be put into each Caſk is to be weighed previouſly to being cured, in order to avoid the Salt and Pickle being included in the weight of the Suet ſupplied to His Majeſty's Ships, and thereby giving the appearance of more Suet than had really been iſſued, and leaving a ſurplus in the Storekeeper's charge.

154.]—In receiving Vegetables or Live Oxen and Hay to be ſupplied to Ships, the two Clerks ſhall ſpecify, in their reſpective Books above-mentioned, the time of receiving the ſame, the name of the Contractor, the exact weight of each ſpecies of Vegetables, the number of Live Oxen which may be received, and the quantity of Hay which may be delivered in for their uſe.

They ſhall, in like manner, inſert the time of iſſuing any of the above Stores, the names of the Ships ſupplied therewith, and the exact weight of each ſpecies of Vegetables iſſued, or number of Live Oxen, and quantity of Hay which may be ſent off to any Ship, and the number of Bags in which the Hay or Vegetables might have been contained; and as the iſſues of the freſh Beef and Vegetables may happen to be more frequent and minute than the iſſues of other Stores, the Purſer is not to be furniſhed with a Bill of Lading as on other occaſions, but he is for each ſupply thereof to be required to ſign a Receipt, adapted for the purpoſe, in the annexed form.

Appendix, No. 42.

SUPPLIES TO THE FLEET AT SEA.

155.]—Whenever the Commander of any of His Majeſty's Fleets or Squadrons at Sea ſhall apply for any quantity of Proviſions or Victualling Stores, to be ſent to him for the uſe of ſuch Fleet or Squadron, the Agent is to apply to the reſident Agent for Tranſports, at the Port, to furniſh a proper number of Veſſels for carrying the ſame, informing us of his proceedings on ſuch occaſions. In ſhipping Proviſions and Stores for this Service, the two Clerks ſhall attend and take an exact Account of the quantity of each ſpecies of Stores laden in any Tranſport, in their reſpective Daily Iſſue Books, in the ſame way, in all reſpects, as has already been deſcribed. The Storekeeper is to make out, ſign, and deliver to the Maſter of each Tranſport, a Bill of Lading of his Cargo, in the uſual form, furniſhing him at the ſame time with a ſufficient number of blank Receipts, and inſtructing him how to get them filled up and ſigned in duplicate by the reſpective Purſers to whom he ſhall deliver his Cargo, and frequently reminding Maſters of Tranſports, that, unleſs they tranſmit to this Board, immediately on their return, one of the duplicate Receipts from Purſers, or other proper perſons, for the whole of the Cargo entruſted to their care reſpectively, they will be made anſwerable for the value of any part for which they may be unable to account.

The Storekeeper is alſo to make out, in the uſual form, a Receipt for each Cargo, which the Maſter of the Tranſport is to ſign, in teſtimony of having received the Proviſions and Stores therein mentioned; this Receipt is to be marked with the Storekeeper's initials, or thoſe of his Clerks, and immediately forwarded to the Clerk of the Check, for being by him examined and compared with his Daily Iſſue Book, and, if found correct, atteſted and ſent forthwith to the Agent, who is to keep the ſame in his poſſeſſion, for checking the Storekeeper's Accounts at the end of the quarter.

SUPPLIES TO ARMY TRANSPORTS.

156.]—The Storekeeper is to iſſue ſupplies of Proviſions and Victualling Stores to Tranſports and other Veſſels, in the employ of Government, having Troops on board, in the ſame manner in all reſpects as to His Majeſty's Ships, upon ſimilar Demands made by the Maſter of the Tranſport, approved by the Agent for Tranſports reſident at the Port, or an Agent for Tranſports afloat, taking for his guidance, in checking ſuch Demands, His Majeſty's allowance to Troops when embarked, and he is to require, from the Maſters, Receipts ſimilar to thoſe given by Purſers as Vouchers to the Iſſues made on the above occaſions, which are to be examined by himſelf and the Clerk of the Check, and lodged with the Agent as before directed with reſpect to other Vouchers.

SUPPLIES TO OTHER DEPARTMENTS OF HIS MAJESTY'S SERVICE.

157.]—On being directed by us to ſupply Stores to the Dock Yards, Naval Hoſpitals, or any other Department of His Majeſty's Service, the Storekeeper is to iſſue the ſame, and the two Clerks ſhall take Accounts thereof in the Daily Iſſue Books, exactly in the ſame way as before

before directed with regard to other Iſſues, requiring a Receipt for the ſame from the Officer into whoſe charge the Stores may have been delivered, which is to be examined and atteſted by the Clerk of the Check, and forwarded to the Agent in the ſame manner as before deſcribed, to be detained by him for the purpoſes before-mentioned.

SUPPLIES TO OTHER VICTUALLING ESTABLISHMENTS.

158.]—When an Order ſhall be given by us to ſhip Proviſions or Victualling Stores, to be conſigned to any other Victualling Eſtabliſhment, the Storekeeper is to iſſue the ſame, and the two Clerks are to take an Account, in their reſpective Daily Iſſue Books, of the quantity laden on board of each Victualler appointed to convey the ſame, as before directed.

The Storekeeper is then to make out, in the form before ſpecified, a Bill of Lading of the quantity ſhipped on board of each Veſſel, which he is to ſign; he is alſo to make out a Receipt for the Cargo, in triplicate, correſponding with the Bill of Lading, which he is to require the Maſter of the Veſſel to ſign.

Theſe Triplicates and the Bill of Lading, ſo ſigned, are then to be forthwith ſent to the Clerk of the Check, for being examined and compared with his Daily Iſſue Book, and, if found correct, atteſted and forwarded immediately to the Agent, who is to approve and deliver the Bill of Lading to the Maſter, and, by the firſt Poſt, is to tranſmit one of the Receipts to this Board and another to the Agent at the Port to which the Veſſel is bound, reſerving the third in his own poſſeſſion, for checking the Storekeeper's Account of the tranſaction.

VICTUALLING THE SHIPS IN ORDINARY, AND MAKING UP ACCOUNTS THEREOF.

159.]—The Storekeeper is to ſupply, from time to time, the Warrant Officers, Shipkeepers, and other perſons borne on the ſeveral Ships and Veſſels, and Sheer Hulks, lying in Ordinary at the Port, as well as the Crews of the Hoys belonging to His Majeſty, in the Victualling Service, with the Proviſions to which they may be entitled, of the ſame quality as is iſſued to His Majeſty's Ships in Commiſſion, obſerving that all ſuch Supplies are to be calculated for the time ſince the Ship was put into a ſtate of Ordinary, or which may have elapſed ſince the laſt Supply may have taken place.

160.]—At the commencement of every month the Agent will receive a Warrant, in the form annexed, ſigned by the Maſter Attendant and Clerk of the Check of the Dock Yard, ſpecifying the names of the ſeveral Ships and Veſſels in Ordinary, the name and quality of the Officer appointed to take charge of the Proviſions for each Ship, the total number of days Proviſions to which the Officers and other perſons of the Ships are entitled, and the time when the Victualling commenced and ended; ſuch total being formed by multiplying the number of days between thoſe two periods by the number of men borne on the ſhip. Appendix, No. 43.

The number of days Victualling due to each perſon belonging to Ships in Dock or building, will be expreſſed in the Warrant, and the Proviſions are to be iſſued to them accordingly at the Victualling Yard.

The Warrant before-mentioned will be accompanied by Liſts of the diviſions of Ships under each ſuperintending Maſter, deſcribing the name of the Ship in which they reſpectively reſide, and the names of the Ships in each diviſion. Theſe Liſts and the Warrants ſhall be forwarded by the Agent to the Clerk of the Check, who is, from the latter, to make out an Account in a Book, in the annexed form, of the ſeveral Ships in Ordinary (claſſing the Ships of each diviſion together) the name and quality of the Officer charged with the Proviſions in each Ship, the periods at which the Victualling claimed for each Ship began and ended, and the number of days for which Proviſions are due to each Ship; and the Clerk of the Check, taking for his guidance the allowance of Proviſions to each perſon borne on the Ships or Veſſels in Ordinary for a week, as ſhewn in the Appendix, is then to calculate the exact quantity of each ſpecies of Proviſions to which each Ship is entitled, by dividing the number of days for which Victualling is due by ſeven, which ſhews the number of weeks; by which laſt number the week's allowance for one man is to be multiplied, and the reſult, which is the exact quantity of Proviſions due, is to be inſerted in the ſaid Account oppoſite the Ship's name to which it alludes. Appendix, No. 44. Appendix, No. 45.

161.]—If, in dividing the time into weeks as above-mentioned, any number of odd days ſhould ariſe, they are to be ſtated in the laſt column of the Account oppoſite the Ship's name, and added to the number of days for which Proviſions ſhall appear to be due to ſuch Ship by the next month's Warrant, when the diviſion into weeks is to be proceeded in as before; and in caſe any number of odd days ſhould then remain they are to be carried forward to the third month's Account, which being the laſt month in the quarter, when the ordinary Accounts muſt be adjuſted, ſhould any odd days then remain, they are to be diſpoſed of as follows:

If five or ſix days remain they are to be conſidered as a week, and if three or four days remain they are to be conſidered as half a week, and, as ſuch, added to the number of weeks found to remain by the diviſion above-mentioned; but if only one or two days remain they are to be diſregarded, and not carried forward to the next quarter.

162.]—The Clerk of the Check having, in this manner, ſtated all the Ships and Veſſels in ordinary, and the quantity of Proviſions due to each, with the number of odd days (if any) which may have been brought from the laſt Accounts, and the number (if any) which may remain to be carried to the next Account, is to follow up theſe entries with a Liſt of the Victual-

ling Hoys, to the Crews of which Victuals may be due for the preceding month; and he is to calculate and infert the quantities of each fpecies of Provifions required for each Hoy, with the number of odd days, &c. exactly in the fame manner as has been already defcribed with refpect to Ships, &c. in ordinary. He is then to make a copy of the Account and fend it to the Storekeeper, to take meafures for iffuing the Provifions therein fet forth, returning the Dock Yard Officers' Warrant and Lifts to the Agent as a check upon the future adjuftment of the Ordinary Accounts.

163.]—As the Warrant Officers and others borne on the refpective Ships and Veffels in Ordinary are permitted to fave whatever portion of their allowance they may think proper, and are to be paid for the fame; the Storekeeper, on being informed by the Officers of any Ship, that the men belonging thereto are defirous of faving any particular quantity of Provifions, is to withhold fuch quantity from the proportion to which they may be entitled. Unlefs a faving of this kind is defired, the whole quantity of Provifions contained in the Clerk of the Check's calculation for each Ship is to be iffued at once, except Beer and freth Beef, of which no more than a fortnight's allowance is to be iffued at a time.

Appendix, No. 46.

164.]—A Clerk from the Storekeeper's Office, and another from that of the Clerk of the Check, are to take an Account in a Book to be kept by each of them, in the annexed form, of the whole of the Provifions which may be iffued to the Ordinary, fpecifying therein the time the fame were iffued, the fpecies of Provifions, the number and contents of each Cafk or Package, with the Contractor's name, date, and other marks thereon, as well as the time and from whence the faid Provifions were received into Store; and if, in the counting, meafuring, or weighing out the faid Provifions, in the feveral fmall proportions required, any difference fhould appear between the quantity fo weighed, &c. and the marked contents, the deficiency or furplus is to be inferted oppofite thereto in the proper columns allotted for that purpofe.

165.]—When the Storekeeper is ready to iffue the Provifions to the Ordinary, he is to inform the Agent thereof, who fhall communicate the fame to the refident Commiffioner of the Navy, that he may appoint a Superintending Mafter, a Boatfwain, a Gunner, and a Carpenter, belonging to the Ships in Ordinary, to be prefent at the allotment of the Provifions to the different Ships.

166.]—The freth Beef is to be cut up into the ufual mefs-pieces, and a due proportion of falt applied thereto, according to the ftate of the weather; it is to be iffued at the end of every fortnight, it being thought advifable not to fupply a greater quantity at one time; and the Agent is to make application to the Commiffioner aforefaid to direct the attendance of the four Officers before fpecified, that the Beef may always be weighed and cut up in their prefence.

167.]—The Provifions for each Ship are to be kept feparate, the Bread, Beef, and Pork, Peafe, Oatmeal, &c. in Bags, the Butter and Cheefe in fmall veffels, known in the Service by the name of Kidds (which may be made by cutting empty butter firkins in two) the Beer in Cafks, not larger than hogfheads; and to fmall Veffels it is to be fupplied in barrels or half hogfheads, each Bag and Kidd, having the name of the Ship or Veffel for which it is intended painted thereon, is to be kept for the ufe of fuch Ship or Veffel, and a temporary mark with chalk is to be put on the Beer Cafks with which they may be from time to time fupplied.

168.]—The Provifions for the Ships of each divifion fhall then be placed together, fhipped in Lighters, and fent off to the Ships of the refpective Superintending Mafters for diftribution. But as the proportion of Provifions for the refpective Sheer Hulks may be greater than that allotted for any other Ship, the Lighter is to be fent alongfide of them for delivery thereof; and the Provifions which may be due to the perfons belonging to Ships building, or which may be in Dock, are to be delivered at the Victualling Yard to thofe entitled to the fame.

When the next application for Provifions is made, all the empty Bags and Kidds fhall be returned for receiving the fame. Such empty Beer Cafks as may be on board are alfo to be returned at the fame time.

Appendix, No. 47.

169.]—The Storekeeper's Clerk, and the Clerk of the Check's Clerk, fhall alfo each keep a Book, in the annexed form, for the entry of the feveral iffues which may be made to each Ship and Veffel in Ordinary, to the Hoys, &c. in the courfe of the quarter. And whenever the proportions of Provifions may have been made up in the manner before defcribed for any Ship or Veffel, the Clerks are to enter, under fuch Ship or Veffel's name, the month for which the Provifions may be due, the actual date of the iffue, with the exact quantity of each fpecies of Provifions, and the number of Bags, Kidds, and Cafks, in which the fame may have been fent on board; and, upon making the laft iffue to each Ship in the quarter, they are to caft up, in their refpective Books, the feveral iffues made to fuch Ship in the courfe thereof.

Appendix, No. 48.

170.]—In like manner the two Clerks before-mentioned, fhall each keep a Book in the annexed form, for taking an Account of fuch empty Cafks, Kidds, and Bags as may be returned from each Ship in the courfe of the quarter. In this Book they fhall infert, under each Ship's name, the date when any of the above-mentioned articles may have been returned, with the number of each defcription received on fuch occafion; and, about the end of the quarter, they fhall both repair on board of each Ship to which Provifions have been fupplied in the courfe of the quarter, and they fhall furvey the quantity of Cafks, Bags, &c. remaining on board, which they are to infert in the faid Books, in the laft line of the fpace allotted for the entry of the Stores returned by each Ship, and they are to add together the Returns made by each Ship in the courfe of the quarter, and the Remains found by Survey as aforefaid, inferting the total underneath.

171.]—The Storekeeper is to compare the iffues of Provifions made by him to each Ship in Ordinary

Ordinary in the courſe of the quarter, with the calculations, furniſhed him by the Clerk of the Check, of the quantity of Proviſions to which the reſpective Ships were entitled; and if it ſhould appear that any of the Ships have ſaved any part of that allowance, he is to take an Account thereof, in the annexed form, in which he is to enter the name of the Ship, and name and quality of the Officer appointed to take charge of the Proviſions, with the exact quantity of each ſpecies of Proviſions which may appear to have been ſaved as above deſcribed. Appendix, No. 49.

The Storekeeper is alſo to compare the total quantity of Caſks, &c. returned, including the remains at the termination of the quarter, with the total quantity of Caſks, &c. iſſued, including the remains at the commencement thereof; and if he perceive any deficiency, he is to inſert the ſame in the Account laſt-mentioned immediately following the columns for Proviſions ſaved. And this Account of Proviſions ſaved, and Caſks, &c. deficient, he is to deliver to the Clerk of the Check, who will compare the ſame with his Books, which are counterparts of the Books from which it had been made up, and, if found correct, it is to be atteſted to be ſo by him, and forwarded to the Agent, who, on finding the ſame juſt and true, by the means hereafter deſcribed, will direct the Clerk of the Check to calculate and pay the value of the Proviſions ſaved to the reſpective Warrant Officers, Shipkeepers, and other perſons who may be concerned, deducting however the value of any Caſks, &c. which may have been found deficient by the laſt Survey.

172.]—Laſtly—The Storekeeper is, previouſly to the termination of the quarter, to include all the particulars aforeſaid in one Account to be called the Ordinary Ledger, which he is to make up, in the annexed form, in the ſhape of Debtor and Creditor. In this Book he is to enter the name of each Ship, Veſſel, and Victualling Hoy, and that of the Officer charged with the Proviſions; ſpecifying oppoſite thereto, in the Debtor columns, the total quantity of Proviſions iſſued to the Ship, and the total quantity ſaved in the quarter, and to be paid for; the quantity of Caſks, Bags, &c. which may have remained on board at the commencement of the quarter, and forming, in the laſt diviſion of the Debtor ſide, a total of the Proviſions iſſued and Proviſions ſaved, and of the Caſks, &c. which remained and thoſe iſſued, which will give the aggregate charge againſt the Ship. Between the Debtor and Creditor diviſions, a column is to be introduced, ſhewing the total number of days Victualling to which the Officers, &c. of the Ship had been found entitled under the Dock Yard Warrant. Appendix, No. 50.

In the Creditor columns, the Storekeeper is to ſtate the total number of Proviſions appearing by the Clerk of the Check's calculations to be due to the Ship.

He is likewiſe to ſtate the total number of empty Caſks, Bags, &c. which he may have received back from the Ship in the courſe of the quarter, the total number found to remain on board by the Survey taken at the termination thereof, and the number which may have been loſt, and the value deducted by the Clerk of the Check; and in the laſt diviſion of the Credit ſide, he is again to ſpecify the total quantity of Proviſions to which the Ship had been entitled, forming a total of the Caſks, &c. received, remaining, and loſt, to be annexed to the total of the Proviſions, which will ſhew the aggregate Credit to which the Ship is entitled. And this diviſion, ſo found, ought to correſpond exactly with the laſt diviſion of the Debit ſide.

Having in this manner entered all the Ships, with the particulars above deſcribed relating to each, the Storekeeper is, at the bottom of the Account, to caſt up all the entries therein, and form a total of the whole; and the Account is then to be forwarded, with the other Accounts hereafter mentioned, to the Agent for being examined by him in the manner hereinafter deſcribed.

STORES EXPENDED IN THE CURRENT SERVICE.

173.]—The Storekeeper is to keep an exact Account in a Book, in the annexed form, of the expenditure of Coals and Candles in each Department of the Eſtabliſhment, as well as of the quantities of Salt, Oil, old Biſcuit Bags or any other articles which may be from time to time expended in the various Current Services carrying on. Appendix, No. 51.

To enable him to do this with greater certainty, he is to appoint one of his Clerks or ſome truſt-worthy perſon to be preſent at the iſſue of Coals, which ſhall take place between the hours of eight and ten in the morning, or at ſuch other time of the day as the Agent may think proper to fix, after which no iſſue ſhall be made of Coals till the next iſſuing day, without expreſs permiſſion of the Agent.

The Coals ſhall be conveyed to the reſpective Departments in wheel-barrows or boxes made to contain a ſpecific quantity, and the perſon ſuperintending the iſſue is to keep an Account, in the annexed form, of the exact number of barrows or boxes carried away to each Department; and when the iſſue is over, he is to ſign the ſaid Account and deliver the ſame to the Storekeeper, in order that the quantity of Coals which may have been on that occaſion ſupplied to the Brewhouſe; to the Cooperage, for ſeaſoning Caſks; to each of the Offices of the Agent, Storekeeper, Clerk of the Check, and Maſter Cooper; to the Porter's and Warder's Lodges, or for any other purpoſe authorized by the Agent, may be entered in the proper columns of the Storekeeper's ſaid Account. Appendix, No. 52.

174.]—In like manner one of the Storekeeper's Clerks or ſome truſt-worthy perſon ſhall attend, at ſuch hour of the day as may be deemed moſt convenient, for iſſuing the Candles, and keeping an Account of the quantity and ſort of Candles iſſued to each Department, and, when the buſineſs is over, he is to ſign ſuch Account and deliver it to the Storekeeper, in order that the quantity of the different deſcriptions of Candles which may have been then ſupplied to the reſpective Offices of the Agent, Storekeeper, Clerk of the Check, and Maſter Cooper; to the Porter's Lodge, to the Watchmen, to the Mills, Cooperage, Brewhouſe, or

any other Department of the Service authorized by the Agent, may be entered in the proper columns of the Storekeeper's before-mentioned Book.

Appendix, No. 53.

175.]—In the ſame way the Storekeeper is to require, from the reſpective perſons entruſted with the following Services, Statements, in the annexed form, of the quantities of Salt which may have been daily expended in making Pickle, or in curing Suet, Tongues, &c.; of old Biſcuit Bags, and Meal Sacks, cut up for Bung-cloths or for mending others; of Oil for lighting the Lamps, or for the uſe of the Engines, &c.; and of any other Stores which may be expended in the Current Service, the particulars of which he is to enter in the proper columns of the aforeſaid Book.

176.]—All the Accounts and Notes, whether for Coals, Candles, Salt, or any other Public Stores, are, upon the day following the delivery thereof to the Storekeeper, to be marked with his initials, and forwarded by him to the Agent, with any remarks which he may think neceſſary, as to the propriety of any part of the expenditure; to the end that, if it appear to the Agent or Storekeeper that any unauthorized, unuſual, or improper iſſues or expenditures have taken place in any of the Departments, immediate enquiry may be made into the cauſe thereof, and ſuch ſteps taken on the occaſion as the Agent may think proper; and likewiſe, to the end that the Agent may, by retaining the ſaid Notes in his poſſeſſion at the end of the quarter, be enabled to check the entries in the Storekeeper's Account Book.

ASCERTAINING AND TAKING ACCOUNTS OF THE STORES LOST BY LEAKAGE AND WASTE OF EVERY DESCRIPTION.

177.]—If it ſhould at any time be diſcovered that part of a Caſk of Wine or Spirits has leaked out, in conſequence of a defective ſtave or other cauſe, ſuch Caſk is, previouſly to the remainder being drawn off into another Caſk, to be examined by the Agent, Storekeeper, and Clerk of the Check, and an exact Account taken in the Daily Iſſue Books kept by the two laſt-mentioned Officers, of the quantity of Wine or Spirits loſt, noting the cauſe thereof, and calling to their aſſiſtance on ſuch occaſions the Maſter Cooper or Foreman of Coopers, when any of the ſaid three Officers may think it neceſſary.

178.]—When any part of the contents of a Caſk or Package of Raiſins, Cheeſe, Butter, Bread, or any other Stores, may be diſcovered to have been eaten by vermin, the remainder is, in like manner, to be ſurveyed, and an exact Account of the quantity deſtroyed entered in the Daily Iſſue Books, in all reſpects as before deſcribed. And ſimilar Accounts ſhall be taken of the quantity of any Stores which may be found to have been loſt by ſhrinkage, or unavoidable waſte, while in the Magazines.

179.]—Whenever any Caſks containing Wine, Spirits, or any other ſpecies of Proviſions may be in bad condition, or otherwiſe unfit to iſſue, or inconvenient to ſtow; and when, in conſequence thereof, it may be found neceſſary to draw off or re-pack their contents into other Caſks, the Clerk of the Check is to attend and gauge ſuch Caſks as are to receive Wine or Spirits, unleſs they may be of a leſs denomination than half-hogſheads, in which caſe the contents are to be aſcertained by meaſurement; and the real contents of each Caſk into which any Wine or Spirits may be drawn off, or Proviſions re-packed, are, immediately on being aſcertained, to be razed on the head thereof. On all ſuch occaſions a Clerk from each of the Offices of the Storekeeper and Clerk of the Check ſhall attend, and enter in ſepa-

Appendix, No. 54.

rate Books, in the form annexed, the date on which any Wine or Spirits may have been drawn off or Proviſions re-packed, and the ſpecies of Liquor or Proviſions, the number and contents, and deſcription of the original Caſks, the number of Iron Hoops, the date, and other diſtinguiſhing marks thereon; ſpecifying from whom or whence, and the time when they may have been originally received into Store. Oppoſite this entry they are to deſcribe the number, contents, and ſpecies of the Caſks into which the Wine or Spirits may have been drawn off or Proviſions re-packed, with the number of Iron Hoops thereon; diſtinguiſhing in the laſt column the exact quantity which may have been loſt by the proceſs of drawing off or re-packing.

Appendix, No. 55.

180.]—The Storekeeper is to keep a Book, in the annexed form, ſhewing the total quantity of Proviſions and liquid Stores of each kind which may be expended in filling up; loſt by ſerving out in ſmall quantities; by drawing off or re-packing, by leakage, ſhrinkage, vermin, and waſte of every deſcription in the courſe of the quarter.

In this Book he is to enter in the proper column, from the Daily Iſſue Book, the total quantity of Wine, Spirits, and other liquid Stores therein ſtated, at the time of iſſuing thoſe Stores to Ships or otherwiſe, to have been on each day expended in filling up the caſks ſo iſſued. He is, in the ſame manner, to enter in the columns allotted for that purpoſe, the total quantity of Proviſions of every deſcription, which on each occaſion of ſupplying the Ships in Ordinary may be loſt by ſerving out in ſmall quantities, or by the deficiencies of Caſks, as the ſame ſhall appear by the Account before directed to be taken by his Clerk, at the time of iſſuing the ſame. He is alſo to enter, in the proper columns of the ſaid Account, the quantity of any Stores which may have been loſt by leakage, or deſtroyed by vermin, or been found deficient by reaſon of ſhrinkage or waſte, while in the Magazines, as the ſame ſhall appear in the Daily Iſſue Book, where thoſe occurrences will, as before directed, have been entered at the diſcovery thereof. He is further to enter, in the fourth diviſion of the ſaid Account, the exact quantity of any ſpecies of Stores which may at any time be loſt by drawing off or re-packing, as the ſame ſhall appear by the Account which will, as before directed, have been taken by his Clerk on the occaſion.

Finally, the Storekeeper is to form a total of the entries in the ſaid Account each day, drawing the ſame out into the laſt diviſion thereof, which will conſtitute the total daily loſs

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by waſte of every deſcription; and at the end of the quarter he is to caſt up the entries under each head, and forward the Account to the Clerk of the Check for being examined and atteſted as hereafter deſcribed.

DISPOSAL OF OFFAL AND OTHER ARTICLES TO PURCHASERS ON CONTRACT.

181.]—In order that no deſcription of Offal, ſuch as Hides, Tallow, &c. may unneceſſarily accumulate in the Magazines, the Storekeeper is to take care that the perſons contracting for the purchaſe thereof do attend at the ſtated periods to receive the ſame; and he is to keep a Book, in the annexed form, having a column for each deſcription of Offal, &c. over which the name of the Contractor for the ſame is to be written. In this Book the Storekeeper's Clerk attending the delivery of the Offal, &c. to the Contractors is to ſpecify the date of each delivery, and the exact quantity of each ſpecies of Offal, &c. delivered on the occaſion. A ſimilar Account ſhall be taken by a Clerk, on behalf of the Clerk of the Check, who is alſo to attend the delivery and is to keep a Book, in the annexed form, having, in like manner, a column for each ſpecies of Offal, &c. with a Money column annexed thereto, over which the name of the Contractor is to be written, and the rate of the contract price; and as each Contractor is to be required to pay for the quantity of Offal purchaſed by him at the time of delivery thereof, or at ſhort periods afterwards, at the diſcretion of the Clerk of the Check, who is to be anſwerable to the Public for the amount, his Clerk is, therefore, beſides entering the ſtate of each delivery, and the quantity of each ſpecies of Offal, &c. delivered to the reſpective Contractors as aforeſaid, to ſpecify the ſum of money which may be received on ſuch occaſions from each Contractor. At the end of the quarter, the Storekeeper is to caſt up all the entries in his aforeſaid Account, and forward the ſame, with his other Accounts, to the Agent, who is thereupon to calculate the ſum of money which each Contractor ought to have paid, according to the prices ſpecified in the reſpective contracts, that he may ſee whether the Clerk of the Check has debited himſelf with ſo much in his Caſh Accounts.

Appendix, No. 56.

Appendix, No. 57.

SURVEYING THE CONDITION OF PROVISIONS AND STORES IN THE MAGAZINES.

182.]—Whenever the time for which any Proviſions remaining in Store may have been warranted to continue in good condition ſhall be nearly expired, the Storekeeper is to inform the Agent and Clerk of the Check thereof, that they may, jointly with him, inſpect with the utmoſt care the ſtate and condition of any ſuch Proviſions. If, by this examination, any part thereof ſhall be found unfit for being iſſued to His Majeſty's Ships, a regular Report of Survey ſhall be drawn up by the Storekeeper, in the manner and form already deſcribed, and ſigned by the three Officers, and delivered to the Agent for being immediately tranſmitted to this Office; and when, in conſequence thereof, we may have given directions to return the ſame to the reſpective Contractors, regular Accounts ſhall be taken of the quantities, ſo returned, in the reſpective Daily Iſſue Books, and the perſon to whom they may have been delivered ſhall be required to ſign a proper Receipt for the ſame, which is to be atteſted by the Clerk of the Check, and delivered to the Agent in the uſual form.

183.]—Whenever any other Proviſions or Victualling Stores, of any deſcription, remaining in the Magazines, may be diſcovered to be unfit for ſervice, or old Staves and Iron Hoops, Biſcuit Bags, Boards' Ends, &c. ſhall have, from time to time, ſo accumulated as to require being diſpoſed of, a regular Survey is to be held thereon by the Agent, Storekeeper, and Clerk of the Check, in the manner before ſpecified, and a ſimilar Report of Survey drawn up, ſigned, and forwarded to this Office.

184.]—All Reports of Survey, of whatſoever nature, held on ſhore by the Officers above mentioned, are, previouſly to being ſent to us, to be entered in a Book, to be kept by the Agent, in the form annexed, in which he is to ſpecify the date of each reſpective Survey, and whether the Proviſions were before condemned on board any of His Majeſty's Ships or hired Tranſports; and, if ſo, the name of the Ship or Tranſport, and of the Purſer, Maſter, or other perſon charged with the ſame, with the time when landed; or whether the Proviſions were condemned in the Magazines, diſtinguiſhing the different ſpecies of Proviſions, and deſcribing the actual condition thereof, with the probable cauſes of their being in ſuch condition; and further ſpecifying the time when, from whom, or whence ſuch Proviſions may have been originally received on board of the Ship or Veſſel, or into the Magazines, as the caſe may be; and, at the end of the quarter, the Agent is to refer to this Book, for aſcertaining that the Storekeeper has charged himſelf with the exact quantity contained in each Report of Survey or otherwiſe.

Appendix, No. 58.

SALE OF STORES BY AUCTION.

185.]—Whenever we may have appointed a day for the Sale of any Stores by Auction, the Agent is to publiſh the time and conditions of ſuch Sale in the ſame manner as hereinbefore directed with regard to forming of Contracts.

(V. Art. 84.)

Three days previous to the Sale, all the Stores intended to be diſpoſed of ſhall be divided, by the Storekeeper, into Lots of ſuch ſize as may be beſt calculated to invite competition in the bidders; a Clerk from the Agent's Office, and one from each of thoſe of the Clerk of the Check and Storekeeper, attending to take an Account of the number of each Lot, with the ſpecies and quantity of Stores of which it may be compoſed; the two laſt-mentioned Clerks reſpectively taking this Account in Books, in the annexed form, and the Agent's

Appendix, No. 59.

Clerk on a ſeparate paper, for the reaſons hereinafter mentioned. Each Lot is to have a tally affixed thereto, with a diſtinguiſhing number, and they ſhall be placed apart from all other Stores, in order that ſuch perſons as may be deſirous of viewing the different Lots, previouſly to the day of Sale, may have ready acceſs thereto. When the time of Sale arrives, the Agent, Storekeeper, and Clerk of the Check, with the Maſter Cooper, if any Cooperage Stores are intended for Sale, ſhall attend. Each Lot ſhall be put up at a ſum rather below the ſuppoſed value, and thoſe who wiſh to purchaſe it may then bid what they think proper, and the beſt bidder ſhall be the purchaſer, who ſhall be required to pay immediately for the ſame, or, if the amount be conſiderable, a depoſit of twenty-five per cent. into the hands of the Clerk of the Check, and the remainder on taking away the Stores. The Agent's Clerk ſhall officiate as Auctioneer on the occaſion, and, as the Sale proceeds, he, and alſo the Storekeeper and Clerk of the Check, ſhall ſpecify, in the Accounts taken of the Lots as before directed, the name and reſidence of the purchaſer of each Lot, the rate and ſum for which the ſame was ſold, together with the depoſit made on the occaſion; and the Account taken by the Agent's Clerk is, immediately on the concluſion of the Sale, to be compared with the other Accounts, and forwarded to this Office.

Whenever the purchaſers may have paid the Clerk of the Check for the Lots bought by them reſpectively, he is to furniſh them with a Note to the Storekeeper to deliver the ſame; and his Clerk, as well as the Storekeeper's, ſhall attend the delivery thereof; inſerting, in the preſcribed column of the Account taken at the Sale, the date of each delivery, and ſigning the initials of their names in the laſt column thereof.

186.—Whenever, from the periſhable condition of any Proviſions, it may not be poſſible to obtain an Order from us for the Sale thereof, without manifeſt danger of loſs to the Crown by delay, the Storekeeper ſhall repreſent the ſame to the Agent, who is to give ſuch public notice as the caſe will admit, and cauſe the ſame to be ſold, and Accounts thereof to be taken in the Sale Books, and rendered in all reſpects the ſame as before directed.

OF MAKING-UP AND RENDERING COMPLETE ACCOUNTS OF ALL THE STORES RECEIVED, ISSUED, AND EXPENDED.

187.]—The foregoing Inſtructions having fully deſcribed the manner in which Proviſions and Victualling Stores of every deſcription are to be received and iſſued, as well as the Accounts neceſſary to be taken thereof at the time of Receipt and Iſſue; the Storekeeper is to pay great attention to the following directions, as to the mode of bringing forward ſuch Accounts into ſeparate Books, correſponding to each ſource of receipt, and each branch of expenditure, in order to enable him to make up and tranſmit to this Office a Quarterly Statement of all his tranſactions under diſtinct heads.

188.]—As ſoon as poſſible after any Proviſions or Victualling Stores ſhall be received, the Storekeeper is, from the Daily Receipt Book, to enter in a Book, to be kept in the annexed form, an Account of all Proviſions and Stores received from Contractors, ſpecifying the date of each delivery, the name of the Contractor, and oppoſite thereto, in ſeparate columns, the exact quantity of each ſpecies of Proviſions or Stores ſo received; diſtinguiſhing the total number of each deſcription of Caſks or Packages in which ſuch Proviſions or Stores may have been contained. Appendix, No. 60.

189.]—He is alſo, from the Daily Receipt Book, to enter in a Book, in the annexed form, an account of all Proviſions and Victualling Stores received from any other Victualling Eſtabliſhment, in which he is, from time to time, as the ſame ſhall appear in the Daily Receipt Book, to ſpecify the date on which any Cargo may have been received, the Port from which the ſame may have been ſent, and the name of the Veſſel and the Maſter that conveyed the ſame; diſtinguiſhing, in the proper columns, the exact quantity of each ſpecies of Proviſions or Stores received in a ſerviceable condition, and deſcribing the Caſks or Packages in the manner before mentioned. Appendix, No. 61.

190.]—He is further, from the Daily Receipt Book, or Book of the Returns of empty Caſks, &c. to make up an Account in a Book, in the annexed form, of all empty Caſks and other Stores (excepting condemned Proviſions) which may have been received from Victualling Tranſports and other Veſſels diſpatched from the Fleet at Sea; in which he is to ſpecify the date of each Receipt, the Fleet (and ſtation) whence ſent, and the name of the Veſſel and Maſter that conveyed the ſame; with the exact quantity of each ſpecies of Stores received. Appendix, No. 62.

191.]—The Storekeeper is likewiſe, from the Daily Receipt Book, to make up an Account of ſuch Victualling Stores or other articles as may be received from the Dock Yard, Naval Hoſpital, or any other Department of His Majeſty's Service, in a Book, to be kept in the annexed form, ſpecifying the date when and the Department from which ſuch Stores may be received, and the name and quality of the Officers who ſupplied the ſame, together with the exact quantity of each ſpecies of Stores. Appendix, No. 63.

At the end of the quarter the Storekeeper is to caſt up the entries in the four Accounts before mentioned, ſo as to ſhew the total quantity of Proviſions and Victualling Stores which may have been received in the courſe of the quarter from each of the foregoing ſources.

192.]—The Storekeeper is to keep a Ledger, in the annexed form, in which he is to open an Account with the Purſer of each of His Majeſty's Ships and Veſſels, and, with the Maſter of each of the Navy Tranſports, Tenders, &c. as well as with the Maſter of each Army Tranſport, who may either receive ſupplies from or make returns of Stores to the Port. And he is, as ſoon as may be, to enter from the Daily Iſſue Book, or Purſer's Receipts, in the Debtor ſide of each Purſer's or Maſter's Account, the exact quantity of every deſcription of Proviſions and Victualling Stores with which he may, on any occaſion, have ſupplied ſuch Purſer Appendix, No. 64.

or

or Maſter of Tranſport, &c. diſtinguiſhing the number of each particular Caſk or Package in which the ſame may have been contained.

On the Credit ſide the Storekeeper is, from time to time, to inſert the exact quantity of every deſcription of Proviſions and Victualling Stores (excepting unſerviceable Proviſions) which on any occaſion may have been received from each Purſer or Maſter, as the ſame ſhall appear in the Daily Receipt Book, and in the Account of empty Caſks, Hides, Tallow, and other Stores, inſerting the number of each ſpecies of Caſks or Packages which may have contained the ſaid Proviſions in the columns particularly allotted for them, diſtinct from ſuch as may have been returned empty or may have contained Hides and Tallow.

193.]—At the end of the quarter he is to caſt up, in each Purſer's Account, the ſeveral quantities of Proviſions and Victualling Stores iſſued to him in the courſe thereof, as well as the ſeveral quantities of Serviceable Proviſions, empty Caſks, Packages, and other articles, which may have been received from him during the quarter; but whenever the whole or any part of a Return may conſiſt of Proviſions in an unſerviceable condition, the quantity thereof, in ſuch condition, is not to be entered in this Account, until the end of the quarter, when it is to be brought from the Account of Unſerviceable Proviſions, which will be hereafter deſcribed; and it is to be inſerted in the proper Purſer's Account, underneath the total, which will have been formed as above, of ſuch Serviceable Proviſions, and empty Caſks, Packages, &c. as may have been returned by ſuch Purſers in the courſe of the quarter; and, for the facility of referring to any Purſer's Account in this Ledger, the Storekeeper is to form a regular Index thereto. (V. Art. 205.)

194.]—From the Purſer's Ledger above-mentioned, the Storekeeper is, at the end of the quarter, to make out, in the annexed form, an Account of all Proviſions returned in a ſerviceable ſtate, from any of His Majeſty's Ships and Veſſels, as well as Navy Tranſports, Tenders, &c. He is to inſert the names of the Ships in alphabetical order; and, oppoſite to each Ship, he is to enter the name of the Purſer, with the total quantity of each ſpecies of Proviſions which may have been received from ſuch Ship, and the number of each deſcription of Caſks or Packages in which the ſaid Proviſions may have been contained; and he is to caſt up the entries in this Account, ſo as to ſhew the total quantity of Serviceable Proviſions received back from His Majeſty's Ships and Veſſels in the courſe of the quarter. Appendix, No. 65.

195.]—He is likewiſe to make up, from the Ledger before-mentioned, an Account, in the annexed form, of all the empty Caſks, Hides, Tallow, Biſcuit Bags, empty Lemon Juice Caſes, Bottles, &c. which may have been received from any of the Ships or Veſſels aforeſaid, in the courſe of the quarter. He is to inſert the names of the Ships alſo in alphabetical order, and, oppoſite to each Ship, the name of the Purſer, and the total quantity of each ſpecies of Stores before-mentioned which may have been received from each Ship. And he is, in like manner, to form a total of the entries in this Account for the purpoſes before-mentioned. Appendix, No. 66.

196.]—The Storekeeper is alſo to make up, from the Ledger before-mentioned, an Account, in the annexed form, of all Returns of Proviſions, in a ſerviceable condition, which may be made by Army Tranſports, as well as an Account, in the annexed form, of all empty Caſks, Packages, and other Stores of the nature before enumerated; in both which Accounts, the name of each Tranſport is to be entered in alphabetical order, and the Maſter's name, with the total quantity of Proviſions or Stores returned oppoſite thereto, and the entries in each Account ſhall be caſt up in the ſame manner as has been directed with reſpect to the Accounts of Returns from His Majeſty's Ships and Veſſels. Appendix, No. 67. Appendix, No. 68.

197.]—The Storekeeper is likewiſe, from the Purſer's Ledger, to make up an Account, in the annexed form, of all Proviſions and Victualling Stores, of whatever deſcription, which may be iſſued in the courſe of the quarter to any of His Majeſty's Ships and Veſſels, Navy Tranſports, Tenders, &c. in which he is to enter the name of each Ship or Veſſel in alphabetical order, the name of the Purſer, with the total quantity of each ſpecies of Proviſions and Victualling Stores, in diſtinct columns oppoſite thereto; and, at the end of the Account, he is to form a total, ſhewing the whole quantity iſſued under this head of Service in the courſe of the quarter. Appendix, No. 69.

198.]—The Storekeeper is further to make up, from the Purſer's Ledger, in the annexed form, a ſimilar Account of the iſſues of Proviſions and Victualling Stores to Army Tranſports; in which the name of each Tranſport and of the Maſter, with the total quantity of each ſpecies of Proviſions or Stores ſupplied oppoſite thereto, are to be inſerted, and caſt up preciſely in the ſame order and method as deſcribed in the Account laſt-mentioned. Appendix, No. 70.

199.]—In forming the ſix Accounts laſt-mentioned, from the Purſer's Ledger, the Storekeeper is particularly to obſerve, that if, at any time in the courſe of a quarter, the Account of any Purſer of a Ship or Veſſel, or Maſter of a Tranſport, ſhall have been cloſed (whether by reaſon of his death or removal), in each caſe two entries muſt be made oppoſite the name of the Ship, Veſſel, or Tranſport, in the Accounts of the total quantities of Proviſions and Stores received from or iſſued to ſuch Ship or Tranſport; the firſt entry ſpecifying the total quantity received or iſſued, from the commencement of the quarter up to the period at which the change of Purſers, or Maſters took place; the ſecond entry ſpecifying the total quantity iſſued or received, between the laſt-mentioned period and the end of the quarter.

200.]—The Storekeeper is, from the Daily Iſſue Book, to enter in a Book, in the annexed form, an Account of all Proviſions and Victualling Stores which may happen to be on any occaſion ſhipped in Tranſports for the Fleet at Sea, inſerting the date of any ſuch ſhipment, the name of the Admiral or other Officer to whom the Cargo may have been conſigned, and the ſtation of the Fleet, the name of the Veſſel and Maſter conveying the ſame, with the exact quantity of each ſpecies of Proviſions and Stores ſhipped; and, at the end of the quarter, he Appendix, No. 71.

is to caſt up the entries in this Account, ſo as to ſhew the total quantity iſſued under this head of Service.

Appendix, No. 72. 201.]—He is likewiſe to keep a Book, in the annexed form, wherein he is from time to time to enter, from the Daily Iſſue Book, an Account of all Proviſions and Victualling Stores, which may have been ſhipped for other Victualling Eſtabliſhments; ſpecifying the date of any ſuch ſhipment, the Port to which the Cargo may have been ſent, the name of the Veſſel and Maſter conveying the ſame, with the exact quantity of each ſpecies of Proviſions and Stores compoſing ſuch Cargo; and, at the end of the quarter the entries in this Account are to be caſt up for the purpoſe before-mentioned.

Appendix, No. 73. 202.]—The Storekeeper is further to keep a Book, in the annexed form, in which he is from time to time to enter, from the Daily Iſſue Book, an Account of Stores which he may have ſupplied in the courſe of the quarter to the Dock Yard, Naval Hoſpital, or other Department of His Majeſty's Service, ſpecifying the date of any ſupply of the above nature, the name and quality of the Officer who may have received the ſame, the Department to which the ſupply was made, with the exact quantity of each ſpecies of Stores ſupplied; and the entries in this Account are, at the end of the quarter, to be caſt up in the manner and for the purpoſes before ſpecified.

Appendix, No. 74. 203.]—The Storekeeper is alſo to keep a Book, in the annexed form, in which he is to enter an Account of all Proviſions or Victualling Stores, of any deſcription, which may be diſpoſed of by public Sale in a ſerviceable condition; and he is, from the Sale Book before deſcribed, to enter in this Account the date of any ſuch Sale, with the total quantity of each ſpecies of Stores then ſold of the above deſcription; and the entries in this Account are alſo to be caſt up at the end of the quarter.

Appendix, No. 75. 204.]—The Storekeeper is to keep a Book, in the annexed form, in which he is to ſpecify, in the ſhape of Debtor and Creditor, the manner of the receipt and diſpoſal of all decayed Proviſions and Victualling Stores which may at any time come into his charge from Ships or otherwiſe, or become unſerviceable while remaining in the Magazines. On the Debtor ſide he is, from the Daily Receipt Book, in the order in which any unſerviceable Stores ſhall from time to time come into his poſſeſſion, to inſert the date of the Report of Survey held thereon by him and the other two Officers, ſpecifying whether the Stores have been returned from a Ship, Tranſport, Victualler, or other Veſſel, and, if ſo, the name of the Ship or Veſſel, and of the Purſer or Maſter, or other perſon; whether they have been received from any other Victualling Eſtabliſhment, or any other Department of His Majeſty's Service, and, if ſo, the name of the Eſtabliſhment or Department, and of the Officer from whom the ſame were received, or whether they have been condemned in the Magazines; and inſerting, in diſtinct columns, the exact quantity of each ſpecies of Proviſions or Stores which may have been condemned as aforeſaid. On the Credit ſide he is, from the Sale Book before mentioned, to ſpecify from time to time, in the order of dates, the exact quantity of unſerviceable Proviſions or Stores which may have been diſpoſed of by public Sale. He is to ſpecify alſo in the order of dates, from the Daily Iſſue Book, the quantity which may have been at any time iſſued for being converted (ſuch as condemned Flour for being mixed with Biſcuit Meal) or which may have been returned to Contractors as being condemned before the Warranty expired, ſhipped, or ſent to any other Victualling Eſtabliſhment or Department of His Majeſty's Service, caſt away as being a nuiſance and of no value, or which may have been diſpoſed of in any other way.

205.]—At the end of the quarter the Storekeeper is, after caſting up the entries on each ſide and forming a total thereof, to poſt from this Book the ſeveral quantities of condemned Proviſions which may have been returned from any of His Majeſty's Ships and Veſſels, or from Hired Army Tranſports, into the proper folio of the Purſer's Ledger, underneath the part allotted for the entry of ſerviceable Stores, empty Packages, &c. returned from any ſuch Ship or Tranſport.

Appendix, No. 76. 206.]—From all the Accounts before-mentioned, the Storekeeper is, at the end of the quarter, to frame a General Abſtract, in a Book to be kept in the annexed form, ſhewing the total quantity of Proviſions and Victualling Stores of every deſcription remaining in Store at the commencement of the quarter, the quantities received, iſſued, and expended in the courſe thereof, and the remains at the termination of the quarter, diſtinguiſhing the ſerviceable from the unſerviceable.

The Debit Side of the Account of Serviceable Proviſions and Stores is to contain the following heads:

1ſt. The Remains in Store at the commencement of the quarter, diſtinguiſhing the quantity which remained in the Storekeeper's charge from the quantity in poſſeſſion of the reſpective Maſters of Trades.

2d. The Total Quantity received from Contractors.

3d. The Total Quantity received from other Victualling Eſtabliſhments.

4th. The Total Quantity returned into Store from Ships and Veſſels of War, Tenders, and Navy Tranſports, and diſtinguiſhing the Returns of Proviſions from the Returns of empty Caſks, Staves, &c.

5th. The Total Quantity returned from Army Tranſports, diſtinguiſhing the Proviſions from the empty Caſks, &c. as aforeſaid.

6th. The Total Quantity of empty Caſks, &c. ſent in from the Fleet at Sea, in Victualling Tranſports.

7th. The Total Quantity of empty Caſks and other articles returned from Ships in Ordinary.

8th. The Total Quantity of Proviſions and other Stores received from other Departments of His Majeſty's Service.

9th. The

9th. The Total Quantity arifing from Converſion in the Eſtabliſhment.

10th. The Total Quantity of Staves arifing from Caſks ſhaken. All which Totals, conſiſting of entries under each head above-mentioned, are to be added together, and the Grand Total, thus formed, will conſtitute the quantity for which the Storekeeper is accountable.

The Credit Side of this Account is to conſiſt of the following Heads:

1ſt. The Total Quantities of Proviſions and Victualling Stores iſſued to His Majeſty's Ships and Veſſels of War, Navy Tranſports, Tenders, &c.

2d. The Total Quantities iſſued to Army Tranſports.

3d. The Total Quantities conſigned to the Commander in Chief, for the uſe of the Fleet at Sea.

4th. The Total Quantities conſigned to other Victualling Eſtabliſhments.

5th. The Total Quantities ſupplied to other Departments of His Majeſty's Service.

6th. The Total Quantities actually iſſued to His Majeſty's Ships in Ordinary.

7th. The Total Quantities which may have been diſpoſed of by public Sale.

8th. The Total Quantities which may have been delivered to Purchaſers by Contract.

9th. The Total Quantities actually expended by the ſeveral Maſters of Trades in converſion.

10th. The Total Quantities expended in carrying on the Current Works and Services of the Eſtabliſhment.

11th. The Total Quantities loſt by Leakage, and Waſte of every deſcription.

12th. The Total Quantities which may have been condemned by Survey in the Magazines, and carried to the Debit of the Account of Unſerviceable Stores.

13th. The Total Quantities of Caſks ſhaken; and,

14th. The Total Quantities remaining in Store at the end of the Quarter; diſtinguiſhing the quantities in the Storekeeper's poſſeſſion, from the quantities which, by the ſeveral Accounts rendered to or made up by him, may appear to remain in charge of the reſpective Maſters of Trades.

All which Totals are, in like manner, to be added up, and the Grand Total, which is the whole Credit to which the Storekeeper will be entitled, ought to correſpond exactly with the Grand Total of the Debit Side.

207.]—Immediately following the above-mentioned Abſtract of Serviceable Proviſions and Stores, the Storekeeper is to form a ſimilar Abſtract of the Quantities of Unſerviceable Proviſions and Victualling Stores, received or iſſued by him; the Debit Side of which is to conſiſt of the following Heads:

1ſt. The Total Quantity which may have remained undiſpoſed of at the commencement of the Quarter.

2d. The Total Quantity returned from Ships and Veſſels of War, Tenders, &c.

3d. The Total Quantity received from Army Tranſports.

4th. The Total Quantity received generally from the Fleet at Sea, by Victualling Tranſports.

5th. The Total Quantity landed from Victuallers or other Craft, employed in the conveyance of Proviſions which may have been damaged in the paſſage.

6th. The Total Quantity which may be received from any other Port, or from any other Department of His Majeſty's Service; and,

7th. The Total Quantity condemned in the Magazines, and taken credit for in the Abſtract of Serviceable Stores.

All which Totals are to be added together, that the Grand Total may ſhew the whole Quantity with which the Storekeeper became charged.

The Credit Side of the ſaid Abſtract of Unſerviceable Proviſions and Stores, is to conſiſt of the following Heads:

1ſt. The Total Quantity diſpoſed of by public Sale.

2d. The Quantity which may have been iſſued for Converſion, and the produce charged in the Abſtract of Serviceable Proviſions and Stores.

3d. The Total Quantity returned to Contractors, by reaſon of having become Unſerviceable before the expiration of the time for which it had been warranted.

4th. The Total Quantity ſent to any other Victualling Eſtabliſhment or Department of His Majeſty's Service.

5th. The Total Quantity caſt away, being a nuiſance in Store; and,

6th. The Total Quantity remaining undiſpoſed of at the termination of the Quarter.

All which Totals are, in like manner, to be added together, ſo as to ſhew the whole quantity for which the Storekeeper is entitled to Credit, and which ought to correſpond with the Grand Total of the Debit Side.

208.]—But as certain articles of Stores neceſſary for carrying on the different Works and Services of the Department cannot, with propriety, be included in the Storekeeper's General Abſtract; and as a ſeparate Book has been preſcribed for the entry of the Receipt and Iſſue of ſuch articles, the Storekeeper is, from that Book, to make out, at the end of the quarter, a ſeparate Abſtract, in a Book to be kept by him in the annexed form, wherein he is to inſert a Liſt of the different ſpecies of Implements, Utenſils, and other Stores and Neceſſaries of the deſcription above alluded to, which may either have been received or iſſued by him in the courſe of the quarter; and, oppoſite each ſpecies, he is to inſert the total number or quantity which might remain in his charge, unappropriated, at the commencement of the quarter, and the total number or quantity which he may have received ſince that time, in addition thereto; diſtinguiſhing, in the ſeparate columns, how and from whence the ſame were delivered in, and forming a total of theſe ſeveral entries. Appendix, No. 77.

He is alſo to inſert the total number or quantity of each ſpecies iſſued by him in the courſe of the quarter, in the proper columns, diſtinguiſhing for what Service iſſued, and ſhewing the total number or quantity remaining in Store, unappropriated, at the termination thereof, forming in like manner a total of thoſe ſeveral entries.

209.]—The Storekeeper having, in the manner before-mentioned, formed a complete ſet of Books, wherein all his tranſactions will be poſted under diſtinct heads, is from thence to make up his Quarterly Account in the method ſhewn in the Appendix, for being tranſmitted to this Office; which is to conſiſt of the following Accounts, tranſcribed in the order undermentioned, viz. Appendix, No. 78.

1ſt. A Copy of the Account of Proviſions and Stores received from Contractors.
2d. - - - - - - - - - - - - - - other Victualling Eſtabliſhments.
3d. - - - - - Serviceable Proviſions returned from Ships and Veſſels of War.
4th. - - - - - Empty Caſks, &c. - - - D°
5th. - - - - - Serviceable Proviſions returned from Army Tranſports.
6th. - - - - - Empty Caſks, &c. - - - D°
7th. - - - - - Stores received from other Departments of His Majeſty's Service.
8th. - - - - - - - - - - the Fleet at Sea, in Victualling Tranſports and other Veſſels.
9th. - - - - - Proviſions and Victualling Stores iſſued to Ships and Veſſels of War.
10th. - - - - - - - - - - - - - - Army Tranſports.
11th. - - - - - - - - - - - - - - other Victualling Eſtabliſhments.
12th. - - - - - - - - - - - - - - the Fleet at Sea.
13th. - - - - - - - - - - - - - - other Departm^t^ of His Majeſty's Service.
14th. - - - - - Stores expended in the Current Services of the Eſtabliſhment.
15th. - - - - - Serviceable Proviſions and Victualling Stores ſold by Auction.
16th. - - - - - - - - - - - - - - - loſt by Leakage and Waſte of every deſcription.
17th. - - - Ordinary Ledger.
18th. - - - *total line* of the Account of the Converſion of Wheat into Flour and Biſcuit.
19th. - - - - - - - - - - - Malt and Hops into Beer.
20th. - - - - - - - - - - - Oxen and Hogs ſlaughtered for Store Meat.
21ſt. - - - - - - Maſter Cooper's Converſion Account.
22d. - - - - - - Account of Caſks ſhaken and Staves, &c. produced therefrom.
23d. - - - - - - - - - - Offal ſold to Contractors.
24th. - - - Account of the Receipt and Diſpoſal of Unſerviceable Stores.
25th. - - - General Abſtract.
26th. - - - Abſtract of the Receipt, Expenditure, and Remains of Implements, Tools, &c.

EXAMINATION OF THE QUARTERLY ACCOUNT OF STORES.

210.]—When the Storekeeper has completed the Quarterly Book, in the manner before mentioned, and ſubſcribed the General Abſtract, as well as the Abſtract of Tools, Utenſils, &c. he is to forward the ſame, with the Purſer's Ledger, and all the Books from which the Quarterly Book has been copied, to the Clerk of the Check, and as, from the nature of ſome of the Accounts before deſcribed, no Vouchers can be adduced in ſupport thereof, and it being deſirable to obtain, as far as poſſible, the atteſtation of the Clerk of the Check to the truth of every Account, rendered by the Storekeeper, unſupported as aforeſaid; to this end, thoſe parts of the Quarterly Book which, in the foregoing enumeration, are marked Nos. 4, 6, 16, 18, 19, 20, and 22, ſhall be moſt minutely examined by the Clerk of the Check, and compared with the proper Books in his Office, who, upon finding each of them correct, ſhall ſubſcribe the Certificates inſerted thereon reſpectively, and then forward the whole to the Agent for final Examination.

211.]—The Agent is, with all poſſible expedition, to proceed to examine every part of the Accounts from which the Quarterly Book has been formed, and to call for any Book or other Document, kept by any of the Officers, which he may judge neceſſary to aſſiſt him therein; and whereas, to the intent chiefly that as little hindrance as poſſible might be given to this important Duty of examining and checking the Storekeepers Accounts in all their branches, the Agent has been relieved almoſt entirely from keeping or making up any Books or Accounts, he is, therefore, moſt particularly to obſerve that no part of this Examination is on any account, or under any pretence whatever, to be entruſted to his Clerk, when he can perform it himſelf; and that when any part of it is neceſſarily performed by a Clerk, it muſt be done as much as poſſible under his own inſpection, and wholly under his reſponſibility.

212.]—He

212.]—He is to compare the ſeveral entries in the Book of Proviſions and Stores received from Contractors, with the various duplicates of the Certificates granted to ſuch Contractors, which will have been previouſly delivered to him, atteſted by the Clerk of the Check; and, finding them agree, he is to examine the caſtings, and ſee that the total has been faithfully carried to the General Abſtract, and he is afterwards to cauſe the ſaid Duplicates to be paſted, in the order of dates, into a Guard Book. Appendix, No. 60. Appendix, No. 76.

213.]—He is, in like manner, to compare the ſeveral entries in the Book containing the Account of Stores received from other Victualling Eſtabliſhments, with the Receipts given by the reſpective Maſters of the Victuallers which conveyed the Stores to the Port, which will have been previouſly delivered to him, counterſigned by the Storekeeper and Clerk of the Check; and, having found them agree, he is to prove the caſtings, and examine whether the totals have been properly carried into the General Abſtract, cauſing the ſaid Receipts to be paſted into the Guard Book, in the order of dates, immediately following the Duplicates before deſcribed. Appendix, No. 61. Appendix, No. 76.

214.]—He is to examine the Book of Serviceable Proviſions returned from Ships of War, &c. as well as the Book of Serviceable Proviſions returned from Army Tranſports, by referring to the proper folio in the Purſer's Ledger, to aſcertain the individual Returns made by each Ship or Tranſport, and he is to compare the credit therein given to each Purſer or Maſter, for any return of Proviſions, with the Bill of Parcels of ſuch return, which will have been landed therewith by the Purſer or Maſter concerned, and which will have been delivered to him, with a Receipt thereon, ſigned and atteſted as before deſcribed. Appendix, No. 66. Appendix, No. 67. Appendix, No. 64.

Finding theſe Receipts agree with the entries in the Purſer's Ledger, the Agent is to ſee that the ſaid entries are properly caſt, and duly inſerted oppoſite the Ship or Tranſport's name, in the reſpective Accounts before-mentioned.

He is further to examine the caſtings in each of the ſaid Accounts, and ſee that the reſpective totals are faithfully carried to the Debit of the General Abſtract, cauſing the Bills of Parcels, with the Receipts thereon, to be paſted into the Guard Book, in the order and manner before deſcribed.

215.]—Notwithſtanding the Certificate before-mentioned, under the hand of the Clerk of the Check, the Agent is to proceed in the Examination of the Account of empty Caſks, Packages, &c. returned from Ships and Veſſels of War, and of the Account of the ſame articles returned from Army Tranſports, by inſpecting the individual Returns ſtated in the Purſer's Ledger to have been made by each Ship; ſeeing that thoſe Returns are accurately caſt, and the total faithfully inſerted oppoſite the Ship or Tranſport's name in the proper Account; by examining the caſtings-up of theſe two Accounts in like manner, and by obſerving that the total of each has been regularly carried to the Debit of the General Abſtract; and, unleſs the reſult of the Examination of the two laſt-mentioned Accounts be perfectly ſatisfactory to the Agent, he is to call for one or both of the Daily Receipt Books kept by the two other Officers for the entry of the Returns of the empty Caſks, &c. and he is to compare ſuch entries with thoſe in the Purſer's Ledger, to aſcertain that they have received the Credit to which they were reſpectively entitled. Appendix, No. 66. Appendix, No. 68. Appendix, No. 64.

216.]—The Agent is to examine the Book containing the Accounts of Stores received from other Departments of His Majeſty's Service, by comparing the entries in this Account with the duplicates of the Receipts given by the Storekeeper to the Officers who ſupplied the Stores, atteſted and delivered to him as aforeſaid, and by caſting up the entries, and obſerving that the total is carried to the Debit of the General Abſtract, as before deſcribed, cauſing the ſaid Duplicates to follow the other Vouchers in the Guard Book, in the order and manner before-mentioned. Appendix, No. 63.

217.]—He is alſo to examine the Account of any Stores returned generally from the Fleet at Sea, in Victualling Tranſports, by comparing the entries therein with the duplicates of the Receipts given to the Maſters of ſuch Tranſports; taking care that the entries are correctly caſt, that the total is accurately carried to the Debit of the General Abſtract, and that the ſaid Duplicates are paſted into the Guard Book in all reſpects the ſame as above deſcribed. Appendix, No. 62.

218.]—The Agent is to examine the Account Book of Iſſues to Ships and Veſſels of War, as well as the Books containing the Account of Iſſues to Army Tranſports, as follows: Appendix, No. 69. Appendix, No. 70.

He is to refer to the Account of the individual Iſſues to each Ship or Tranſport in the Purſer's Ledger, and he is to examine each Iſſue therein ſtated to have been made to any Ship or Tranſport, by the Receipt given by the Purſer or Maſter for the ſame, which will have previouſly come into his poſſeſſion, ſigned and atteſted in the manner formerly pointed out; and, on finding the various Iſſues, made to ſuch Ship or Tranſport in the courſe of the quarter, correſpond with the ſaid reſpective Receipts, he is to examine the caſtings, and to ſee that the total has been faithfully carried into the proper Account of Iſſues oppoſite ſuch Ship or Tranſport's name therein. He is then to cauſe the Receipts appertaining to each Ship and Tranſport to be paſted, in the order of dates, into the Guard Book, immediately following each other, without being interrupted by the Receipts given by the Purſers of any other Ships. Appendix, No. 64.

219.]—Having in this manner gone over the whole Statements of Iſſues in the Purſer's Ledger, and found them duly borne out by the Receipts aforeſaid, and alſo found that the totals of the Iſſues in each Account therein are accurately formed and faithfully copied into the Account of Iſſues to Ships, or of the Iſſues to Tranſports, the Agent is to number all the Receipts in progreſſion, beginning with the firſt Receipt given by the Purſer of the Ship firſt mentioned in the Liſt, and he is then to ſpecify in the reſpective Accounts of the Iſſues, immediately preceding the entry of the total quantity iſſued to each Ship or Tranſport, the diſtinguiſhing number of the firſt and of the laſt Receipt granted by the Purſer or Maſter of ſuch Ship or Tranſport, in the courſe of the quarter, that the preciſe number of individual

Suplies to any Ship or Tranſport may be readily ſeen, and any particular Iſſue thereby eaſily referred to. He is then to examine the caſting-up of the two Accounts, and to ſee that the total of each is accurately carried into the Credit ſide of the General Abſtract.

Appendix, No. 72. 220.]—The Agent is to examine the Book containing the Account of Stores iſſued to other Victualling Eſtabliſhments, by comparing each entry therein with the triplicate of the Receipt ſigned by the Maſter of the Veſſel by which each Cargo had been conveyed, which will have been previouſly delivered to the Agent, ſigned by the Storekeeper and atteſted by the Clerk of the Check; and, finding them agree, he is to examine the caſtings of this Account, and ſee whether the total has been duly carried to the Credit of the General Abſtract, cauſing the ſaid Triplicates to be paſted into the Guard Book, in the order of dates.

Appendix, No. 71. 221.]—He is, in like manner, to examine the Account of Proviſions and Stores ſhipped for the Fleet at Sea, by comparing the ſeveral entries therein with the various duplicates of the Receipts, ſigned by the Maſters of the different Victualling Tranſports which carried out the Proviſions and Stores, as the ſame ſhall have been previouſly delivered to him, atteſted in the manner before-mentioned; and he is to ſee that the total of the entries in this Account is correct, and accurately carried to the Credit of the General Abſtract, cauſing the ſaid duplicate Receipts to be paſted into the Guard Book, in the order and manner before deſcribed.

Appendix, No. 73. 222.]—He is further to examine the Account of any Stores which may have been ſupplied to other Departments of His Majeſty's Service, by comparing the ſeveral entries therein with the various Receipts given by the reſpective Officers who received the Stores, which will have come into his poſſeſſion as aforeſaid; and he is, in like manner, to ſee that the total of the entries in this Account is correctly formed, and accurately carried into the Credit ſide of the General Abſtract; and he is to cauſe the Receipts to be placed in the Guard Book, in the order already mentioned.

Appendix, No. 51. 223.]—The Agent is to examine the Account of Coals, Candles, and other Stores expended in the Current Service, by comparing therewith the ſeveral Accounts or Notes made out by the ſeveral perſons entruſted with the iſſue and expenditure thereof, and which will, as was formerly mentioned, have been delivered to him by the Storekeeper, immediately after the reſpective iſſues have been made; and, finding them agree, he is to examine the caſtings of the Accounts, and ſee that the total is accurately carried to the Credit of the General Store Abſtract; but the Notes adduced as Vouchers thereto, being only for the Agent's information, and for checking improper expenditure, need not be placed in the Guard Book.

224.]—The Agent is to examine the Account of ſuch Serviceable Proviſions or Stores as may have been ſold by public Auction, by the Liſt of the articles ſold, taken as the Sale proceeded by the Clerk of the Check, which he is to require for that purpoſe; and, finding them agree, he is, in the manner before deſcribed, to inſpect the caſtings, and ſee that the total has been accurately carried into the Credit ſide of the General Abſtract.

Appendix, No. 55. 225.]—The Agent is minutely to examine each branch of the Book containing the Account of Loſs by Leakage and Waſte of every deſcription, to ſee that the daily caſtings be correct, and that the total at the end of the quarter has been accurately formed, and faithfully carried to the Credit ſide of the General Abſtract; and, notwithſtanding the Certificate which may be ſigned by the Clerk of the Check, the Agent is, if he think proper, to call for either or both of the Daily Iſſue Books, to compare any memorandums therein on the ſubject of Leakage or Waſte, with what may have been inſerted in the ſaid Account, and in caſe the expenditure in any branch appear to him unreaſonable or extraordinary, he is to call upon the Storekeeper and Clerk of the Check for a particular Report of the circumſtances which gave riſe thereto, which he is to tranſmit to us, with ſuch remarks of his own as he may judge neceſſary.

Appendix, No. 50. 226.]—The Agent is to examine the Ledger Account of Proviſions iſſued to and ſaved by the Warrant Officers and Shipkeepers, &c. of the reſpective Ships and Veſſels lying in Ordinary at the Port, in the manner following.

He is to compare the quantity of Proviſions therein ſtated to be ſaved by each Ship with
Appendix, No. 49. the Account thereof, which, as formerly mentioned, will have been furniſhed him under the hands of the Storekeeper and Clerk of the Check; and he is to ſee that the quantity ſaved, added to the quantity ſaid to be iſſued, will make up the quantity ſtated in the ſaid Ledger to have been calculated as the proportion of the Ship by the Clerk of the Check. He is then to prove theſe calculations for each Ship, by abſtracting, on a ſeparate paper,
Appendix, No. 43. from the original Dock Yard Warrants (which, as before-mentioned, will have been returned to him by the Clerk of the Check) the total number of days Proviſions due to each Ship, which he is to divide into weeks, and then calculate the proportion of Proviſions to which the Ship is entitled, in the method formerly deſcribed; and he is to compare the reſult with the ſtatement oppoſite the Ship's name in the Ordinary Ledger. Having in this manner proved that the ſeveral entries in the Ordinary Victualling Ledger are proper, he is to examine the caſting thereof, and to obſerve whether the total quantity of empty Caſks, &c. returned from all the Ships in Ordinary be accurately carried to the Debit of the General Abſtract, and that the total quantity of Proviſions, Caſks, &c. actually ſupplied, be in like manner faithfully carried to the Credit ſide thereof; and he is to cauſe the ſaid Dock Yard Warrants to be paſted into the Guard Book, in the order before deſcribed.

Appendix, No. 28. 227.]—The Agent is to examine the Account Book of the converſion of Wheat into Flour and Biſcuit, by calling for the different Books from which the entries therein were formed, as
Appendix, kept by the perſon having charge of the Granary, the Maſter Miller, and Maſter Baker,
Nos. 24, 25, & 26. comparing them with the ſaid Account; and alſo, if he ſee cauſe, with either of the Daily Receipt or Iſſue Books kept by the Storekeeper or Clerk of the Check, and he is to

ſee

ſee that the total of each column is accurately caſt, and that the total quantity of Biſcuit Stuff, Middlings, Flour, Bran, and Biſcuit, produced by the converſion, be accurately inſerted in the Debit ſide of the General Abſtract; and that the total quantity of Wheat, Biſcuit Stuff, and Middlings, expended in the converſion, be, in like manner, duly taken Credit for therein. And in caſe it ſhall appear to the Agent, that the total quantity which may be ſtated in the ſaid Account of Loſs ſuſtained in grinding, and kiln-drying the Wheat, dreſſing the Meal and Flour, and baking and drying the Biſcuit, is unreaſonable, and greater than the uſual Loſs by ſimilar converſions, he is to require from the Manufacturer in whoſe Department the Loſs objected to may be claimed, a full explanation of the cauſe, and, if the ſame ſhould not be ſatisfactory, he is to acquaint us with all the circumſtances of the caſe.

228.]—The Agent is to examine the Account Book of the converſion of Malt and Hops into Beer, by comparing the daily entries therein with either of the counterparts thereof kept by the Clerk of the Check or Maſter Brewer. Appendix, No. 33.

He is to ſee that the total is correctly caſt in each column; that the total quantity of Beer, Yeaſt, and Grains, ariſing in the converſion, is accurately carried to the Debit ſide of the General Abſtract, and that the total quantity of Malt and Hops expended, is alſo duly taken Credit for in the ſaid Abſtract.

229.]—He is, in like manner, to examine the Storekeeper's Pack Book, or Account of Oxen and Hogs ſlaughtered, and Beef and Pork cured for Store Meat, and Salt expended therein, by comparing the ſame with the counterpart thereof kept by the Clerk of the Check. He is to prove the caſtings of each column, and to ſee that the total number of Oxen and Hogs ſlaughtered, and groſs weight of the Beef and Pork committed to the Butchers to cure, with the total quantity of each ſpecies of Salt expended therein, be accurately carried to the Credit ſide of the General Abſtract, under the head of "Expended by Converſions," to counterbalance the entry which will have been made on the Debit ſide thereof, under the head of "Stores received from Contractors;" and he is to ſee that the total number of Beef and Pork pieces, as well as the total quantity of each ſpecies of Offal, produced in the proceſs of cutting and packing the Meat, be correctly carried to the Debit ſide of the General Abſtract, under the head of "Stores produced by Converſion." He is further to take notice, if the quantities of Salt of each ſort, expended as aforeſaid, be in proportion to the Inſtructions given to the Maſter Butcher on the ſubject of curing, and agreeably to the expenditure thereof at former periods, comparing the quantity of Meat cured at each period reſpectively; and, if the reſult of this inveſtigation ſhould not be to his ſatisfaction, he is to examine the Maſter Butcher on the ſubject, and require him to report, in writing, the cauſe of the difference, which Report he is to forward to us, with ſuch remarks of his own, on the probability thereof, as he may think proper. Appendix, No. 35.

230.]—He is further to examine the Maſter Cooper's Converſion Account, by comparing the entries therein with any of the Daily Receipt or Iſſue Books, or other Documents, or by any other means which may occur to him better adapted to the purpoſe; and, on finding that the totals thereof are correctly formed, he is to ſee that the total quantity of the Scantlings, fit for making Caſks of each ſpecies, produced from raw Staves, as well as the total quantity of Caſks and other articles made therefrom, or from old Staves, with the Offal of each ſort ariſing in the converſion, be faithfully carried to the Debit ſide of the General Abſtract, notwithſtanding that the ſame may not all have been delivered over to the Storekeeper; and in like manner, that the total quantity of every deſcription of new or old Materials which, by the ſaid Converſion Account, ſhall appear to have been expended, be accurately carried to the Credit ſide of the General Abſtract. Appendix, No. 31.

231.]—The Agent is, in the ſame manner, to examine the Account of Caſks ſhaken and Staves produced thereby, taking care that the total quantity of Staves produced be carried to the Debit, and that the total quantity of Caſks ſhaken be carried to the Credit ſide of the General Abſtract. Appendix, No. 29.

232.]—He is further to examine the Account Book of ſuch Offal, and other articles, as may have been delivered to the ſeveral perſons contracting for the purchaſe thereof, by the Account kept by the Clerk of the Check of Caſh received from the reſpective Contractors for Offal; taking care that the caſtings are correct, and that the total is faithfully carried to the Credit ſide of the General Abſtract. Appendix, No. 56. Appendix, No. 57.

233.]—The Agent is moreover to examine attentively the Book which contains the Account of the Receipt and Diſpoſal of Unſerviceable Proviſions and Stores; and as no Stores are ever to be carried to this Account, until previouſly condemned by regular Survey held thereon, he is to compare each entry, on the Debtor ſide of this Account, with the Book kept in his Office, in which all Reports of Survey are directed to be entered, as ſoon as made out, for tranſmiſſion to this Office; and he is to be very careful that the entries are correctly drawn out, under diſtinct heads, correſponding to the various ſources from which the Stores have accumulated, into the General Abſtract of Unſerviceable Stores, taking care that the exact quantity which may be carried to the Debit of this Abſtract, under the head of "Stores condemned in the Magazines," be faithfully inſerted in the Credit ſide of the General Abſtract of Serviceable Stores. Appendix, No. 75. Appendix, No. 58.

He is then to examine the Credit ſide of the ſaid Account, by comparing the total quantity ſaid to be diſpoſed of by public Sale, with the Account Book kept and made up by the Clerk of the Check as the Sale proceeded; and comparing the quantities which may be therein ſtated to have been iſſued for converſion, with the quantity which the Maſter Tradeſman, who received the ſame, may have charged himſelf with; comparing the quantity ſaid to have been returned to Contractors, by reaſon of being condemned within the time of Warranty, or which may be ſtated to have been ſent to any other Victualling Eſtabliſhment or Depart- Appendix, No. 59.

ment of His Majeſty's Service, with the Receipts which may have been ſigned by the perſons to whom the ſame was delivered; and by comparing the quantity which may be ſtated to have been caſt away (being a nuiſance) with the Report of Survey authorizing the ſame to be done; all which he is to ſee correctly drawn out, under the ſeveral heads above ſpecified, into the Credit ſide of the General Abſtract of Unſerviceable Stores.

234.]—Having, in the manner before pointed out, aſcertained that the total of each Account made up by the Storekeeper is correctly carried into the General Abſtract of Serviceable Stores, the Agent is to compare the firſt entry in the Debit ſide thereof, namely, the total quantity of every deſcription of Proviſions and Victualling Stores, remaining at the commencement of the quarter, with the Balance of the laſt Quarter's Account, from which the ſame will have been tranſcribed, to aſcertain its having been correctly carried forward; and he is alſo to compare the laſt entry in the Credit ſide, which is the quantity of Proviſions and Stores remaining in charge of the ſeveral Maſters of Trades, with the Accounts before ſpecified to have been kept, and made up by them reſpectively, to ſee that the ſame is correctly ſtated. Appendix, No. 76.

He is then to examine, with the utmoſt attention, the caſting-up of the entries in each column of the Debit and Credit ſides of the General Abſtract of Serviceable Proviſions, and to ſee that the reſpective Grand Totals correſpond in every particular.

235.]—He is likewiſe to ſee that the remains of the Unſerviceable Proviſions and Stores, at the commencement of the quarter, are accurately brought forward; that the caſtings in each column of the Debit and Credit ſides of this Abſtract are, in like manner, correctly ſtated; and that the Grand Totals agree with each other in all reſpects.

236.]—To enable the Agent to examine the Abſtract of Artificer's Tools, Turnery Ware, and other Implements and Neceſſaries received and iſſued in the courſe of the quarter, he is to call for the Book kept by the Clerk of the Check, wherein each Receipt and Iſſue of thoſe articles is detailed in the order of dates, and he is to examine whether each ſupply of thoſe articles, which may have been made by Tradeſmen on the ſpot, be according to the orders iſſued by himſelf to ſuch Tradeſmen, (which will, as hereafter deſcribed, have been entered in a Book kept in his Office) and he is to ſee whether each Iſſue thereof be conformable to the various Demands and Receipts written therein, lodged in his Office by the parties to whom the articles were iſſued. Appendix, No. 77. Appendix, No. 22.

He is then to ſee that the Remains have been correctly brought forward into the Abſtract, from the laſt Quarter's Account, and that the number or quantity of each article received and iſſued has been accurately abſtracted.

237.]—If, in the courſe of the Examination, before directed, of the Storekeeper's Books, any error ſhould be diſcovered, the Agent is to make the correction, in pencil, in the Book in which the error occurs, and alſo in the fair copy thereof contained in the Quarterly Book intended for this Office. Appendix, No. 78.

When the Examination is over, he is to return the ſaid Quarterly Book to the Storekeeper, for the correction of any ſuch error. But he is by no means to allow the other ſet of Books to go out of his own poſſeſſion.

238.]—When he ſhall have received back the Quarterly Account corrected, he and his chief Clerk are, with the utmoſt attention, to read and compare the ſame with the other ſet of Books, in order to aſcertain that it contains a true and perfect copy thereof, and, if any difference ſhould then be diſcovered, he is to ſend for the Storekeeper, who ſhall, in his preſence, immediately correct the error, by drawing the pen through the ſame and inſerting the correction over it in red ink, and he is then to approve and tranſmit the Quarterly Account forthwith to this Office, accompanied by the Guard Book, containing all the Vouchers thereto in regular order, and alſo by the Maſter Cooper's Converſion Account, returning the other Books to the Storekeeper, that he may make the neceſſary corrections therein; and as the Storekeeper, by poſting the entries in his Books from day to day, as before directed, will, at the end of the quarter, be readily enabled to tranſcribe the ſame into the Quarterly Account, and as we have eſtimated, that four weeks after the termination of each quarter will afford ſufficient time for making up and completely examining the ſaid Quarterly Account, the Agent is therefore to conſider it an eſſential part of his Duty, to cauſe the Storekeeper to lay the ſame before him, within a fortnight, at fartheſt, after the expiration of the quarter; and if at any time the Examination thereof by the Agent ſhould not have been completed within a fortnight afterwards, he is to report the reaſons for any further delay, with the time neceſſary, to us, that we may enquire into the ſame. Appendix, No. 78. Appendix, No. 31.

WEEKLY ACCOUNT (FROM DEPTFORD) OF THE PROGRESS MADE IN SHIPPING OFF PROVISIONS, &c.

239.]—In order that we may at all times know the progreſs made in ſhipping Proviſions and Victualling Stores to other Eſtabliſhments or on diſtant Service, the Storekeeper at Deptford, where that Service is principally carried on, is, every morning, to make out and tranſmit to this Office an Account, in the annexed form, ſpecifying the dates of all Orders which he may have received to ſhip Proviſions or Stores on the above Service, the Port or place to which the ſame may have been ordered, and the tonnage of the Order, together alſo with the tonnage and the quantity of each ſpecies of the Proviſions and Stores ordered, which may not be ſhipped at the time of making up the Account. He is alſo to diſtinguiſh whether or not any Veſſels are provided for the conveyance of the ſaid Proviſions and Stores; and, in the former caſe, their names and burthen, the time when their lading may have been begun, with the whole tonnage and quantity of each ſpecies of the Proviſions and Stores then on board of each Veſſel; diſtinguiſhing alſo, the quantities which may have been ſhipped Appendix, No. 79.

ped in the courſe of the preceding day. He is further to ſtate the number of tons which may be ſtill wanting to complete the Cargo of each Veſſel, with the probable time which will ſtill be neceſſary for that purpoſe; and, in the laſt column, he is to ſpecify every cauſe of delay which may have occured in the execution of each Order, with the time when thoſe Veſſels which are ready, or nearly ſo, may be likely to ſail. In the above, and every other Calculation of Tonnage, the Storekeeper is to adopt the Rates ſhewn in the annexed Table. Appendix, No. 80.
The Account, made up as before deſcribed, is to be ſigned by the Storekeeper, and delivered to the Agent, in ſufficient time to be ſent by the Meſſenger who is diſpatched every Morning to this Office.

WEEKLY ACCOUNTS OF THE STORES REMAINING IN THE MAGAZINES, ARRIVED, OR EXPECTED.

240.]—It being neceſſary that we ſhould be conſtantly informed of the ſtate of the Magazines at each Port, the Storekeeper is every Saturday to make out a Weekly Account, in the annexed form, ſhewing the total quantity of Proviſions remaining in Store, arrived, or expected to be received at the Port. Appendix, No. 81.

To enable him to do which, he is, every Friday evening, after the Receipts and Iſſues of Stores are over, to abſtract from the different Books kept in his Office for each head of Service, into a rough Account, in the method ſhewn in the annexed form, the ſeveral quantities of each ſpecies of Serviceable Proviſions received from Contractors, returned from Ships and Tranſports, arrived from other Ports, or produced by converſion, or otherwiſe received in the courſe of the week, adding thereto the quantity which remained at the laſt week's Balance, and forming a total of all the ſaid entries. He is alſo to abſtract the total quantity of each ſpecies of Proviſions iſſued to each of His Majeſty's Ships or Tranſports in the courſe of the week, as well as the reſpective quantities which may have been iſſued to the Ships in Ordinary, ſent to other Ports or elſewhere, expended in converſions, in filling up, or otherwiſe, or which may have been condemned in Store. He is then to form a total of the Iſſues, and deduct the ſame from the total above deſcribed, ſo as to ſhew the quantity of Serviceable Proviſions remaining in Store. Under theſe particulars, he is to inſert the quantity of Unſerviceable Proviſions which may have remained by the laſt week's Account, and to abſtract from the Debtor ſide of the Account of Unſerviceable Proviſions, the quantity which may have come into his charge in the courſe of the week, which he is to add thereto, inſerting the total; he is then to abſtract, from the Credit ſide of the ſaid Account, the quantity of Unſerviceable Proviſions ſold, or otherwiſe diſpoſed of during the week, which he is to deduct from the aforeſaid total, ſo as to ſhew the whole quantity on hand. He is then to carry the total quantity remaining of each deſcription of Serviceable, as well as Unſerviceable Stores, into the ſpace allotted for them reſpectively in the Weekly Account. Appendix, No. 82.

241.]—Having thus ſtated the Remains of Proviſions, the Storekeeper is alſo to enter, in the columns allotted for that purpoſe in the Weekly Account, the total quantity of each deſcription of Caſks, and Staves, and Iron Hoops, remaining in Store, diſtinguiſhing the raw Materials from the converted and old ſerviceable Stores, and alſo from the unſerviceable Stores. To aſſiſt him in which, the Maſter Cooper is to lay before him, every Saturday morning, an Account in the annexed form, which, beſides ſtating the number of each deſcription of Caſks, made, raiſed, or repaired by the ſeveral Coopers under his ſuperintendence, in the courſe of the week, is to ſhew the total quantity of Cooperage Stores, before deſcribed, remaining in his charge on the preceding evening, according to the beſt calculation which he may be able to form thereof, after comparing the quantity of Materials remaining laſt week, with the quantity of Work performed, and ſetting off the proportion of Materials, which, to the beſt of his judgment, might have been conſumed in ſuch quantity of Work; and the Remains, thus eſtimated by the Maſter Cooper, is to be incorporated, by the Storekeeper, with the quantity of Caſks and other Cooperage Stores which he may, from the Books kept in his Office, aſcertain to be remaining, unappropriated, in his own charge, and the whole entered under diſtinct heads, in the Weekly Account as aforeſaid; and, when the ſame is complete, the Maſter Cooper's Account is to be returned to him. Appendix, No. 83.

242.]—The Storekeeper is further, from the Book kept by him of the Proviſions due on each Contract, to enter, in the part of the Weekly Account aſſigned for that purpoſe, the ſeveral quantities of each ſpecies of Proviſions expected to be received from Contractors in the courſe of one, two, three, or four weeks, or as the caſe may be; forming a total of theſe ſeveral entries, ſo as to ſhew the whole quantity expected from Contractors. He is then to inſert, in the proper columns of the Weekly Account, the quantity of Proviſions due on Contract, but which had not been received within the time appointed for the delivery thereof; ſpecifying the name of each Contractor, the date of the Contract, and the time ſpecified for delivery, with the total quantity which he may have failed to deliver. Appendix, No. 15.

243.]—Underneath theſe particulars, the Storekeeper is to enter an Account of the ſeveral Veſſels which may have arrived from other Ports, laden with Proviſions, the whole or any part of which had been landed in the courſe of the week, and included in the quantity of Proviſions ſtated to have been remaining as aforeſaid, ſpecifying the Port from which each Veſſel had arrived, the date of the Bill of Lading, the name of the Veſſel and Maſter, the date of the Arrival, and the date on which the whole or any part of the Cargo had been received, and the exact quantity of each ſpecies of Proviſions and Victualling Stores ſo received. He is then, in the ſame manner, to enter an Account of ſuch Veſſels as had arrived at the Port, and the whole or any part of whoſe Cargoes remained undelivered, ſpecifying the quantities on board of each Veſſel, as the ſame ſhall appear by their reſpective Bills of

Lading, and forming a total of the whole, which he is to tranſcribe underneath the entry of the total quantity of Proviſions aſcertained to remain in the Magazines. He is then to enter an Account of ſuch Veſſels as are expected at the Port, but not arrived at the time of making up the Account; ſpecifying the Cargoes of each, from the Maſter's Receipt for the Cargo, which will have been tranſmitted from the Port at which the Veſſel was laden.

244.]—On the back of the Weekly Account, he is to inſert a Liſt of the ſeveral Ships and Veſſels which had been ordered to be victualled at the Port in the courſe of the week, inſerting the information required in the ſeveral columns provided for that purpoſe. He is alſo required to ſpecify the age of the ſerviceable Beef and Pork in Store; the number of Oxen ſlaughtered in the courſe of the week for freſh Beef, as well as the number of Oxen and Hogs ſlaughtered for being cured for Store-meat; the number of ovens employed, and the ſuits of Bread baked by each; the quantity of Beer brewed during the week, and the proportion of Hops applied to each tun of Beer; together with the quantity of Work executed by the Block Coopers in the courſe of the week, as contained in the Maſter Cooper's aforeſaid Account; all which particulars are to be inſerted in the columns provided for them reſpectively.

The Storekeeper, having completed the Weekly Account in the manner before deſcribed, is to preſerve a copy of the whole, or ſuch part thereof as he thinks neceſſary, in order to aſſiſt him in the formation of the next Weekly Account; he is then to ſign and deliver the Weekly Account to the Agent, who is forthwith to tranſmit the ſame, by the Saturday's poſt, to this Office.

ANNUAL SURVEY OF THE REMAINS IN STORE.

245.]—With a view to aſcertain whether the Storekeeper's Statement of the balance of Proviſions and Victualling Stores is agreeable to the quantity actually remaining in the Magazines, a Survey ſhall be held, annually, on the Firſt of July, by a Clerk from each of the Offices of the Agent, Storekeeper, and Clerk of the Check, in the preſence of the Agent and Clerk of the Check, or at leaſt one of them, with ſuch other perſons as we may think proper
Appendix, No. 84. to direct; each Clerk is have a Book, in the form annexed, wherein he is to inſert an Account of the different ſpecies of Proviſions found to remain, diſtinguiſhing the different kinds of Caſks or Packages in which the ſame may be contained, with the exact quantity in each Caſk. After all the Proviſions ſhall have been in this manner entered, the total quantity found to remain of each ſpecies is to be carried into an Account, to be kept by the reſpective Clerks, in
Appendix, No. 85. the annexed form. They are to follow up this Account of the Proviſions, with a particular Account of all Stores belonging to the Crown, of whatſoever nature or deſcription, whether remaining in the Storekeeper's charge, or otherwiſe (excepting the Cooperage Stores, the Inventory of which will have been taken quarterly as already directed), and the Officer ſuperintending the Duty is ſpecially charged to cauſe the three Clerks very frequently to compare their reſpective Accounts, in order that, in caſe any difference ſhould occur, the cauſe thereof may be inveſtigated, by again going over the Stores to which it may relate.

246.]—If it ſhould happen that any Proviſions or Stores may have been received into the Magazines ſince the end of the quarter, and be included with other Stores found in the Magazines, in the Accounts taken by the Clerks, the ſame ſhall, when the Survey is finiſhed, be deducted from the total quantity ſo taken account of. In like manner, if any Stores may have been iſſued, or otherwiſe expended, before the Survey ſhall be completed, the total quantity thereof is to be added to the quantity found in the Magazines, by which means the actual Remains in Store will be found exactly as if no ſuch event had, in either caſe, occurred.

247.]—A fair Copy of the Inventory, or Remains upon Survey, is to be made out in the Agent's Office, and, when compared with the three Books to be kept by the Clerks attending the Survey, is to be ſigned by him and the Clerk of the Check, and attached to the Storekeeper's Quarterly Account, ending the Thirtieth of June, and forwarded therewith to this Office.

248.]—In caſe of the Death or Removal of the Storekeeper, a Survey ſhall immediately be taken of the Stores remaining in the Magazines, in the ſame manner in all reſpects as has been before deſcribed; and the Report of Survey or Inventory made on the occaſion, ſhall conſtitute the firſt charge againſt his ſucceſſor.

RECEIPTS TO PURSERS FOR STORES RETURNED BY THEM.

249.]—Whenever the Purſer of any of His Majeſty's Ships, or any perſon on his behalf, ſhall intimate to the Agent that he is deſirous of paſſing his Account, and that he requires a Receipt for the Proviſions and Victualling Stores returned by him to the Port in the courſe
Appendix, No. 86. of ſuch Account, the Agent is to direct the Storekeeper to prepare ſuch Receipt, in the annexed form, by tranſcribing, from the proper folio of the Purſer's Ledger, the ſeveral Returns made by the ſaid Purſer, ſpecifying the date of each Return, and the exact quantity of each ſpecies of Proviſions or Stores received on the occaſion. The Storekeeper is to ſign and forward this Receipt to the Agent, by whom it is to be approved, and tranſmitted to the party applying for the ſame. But the reſpective Officers are to obſerve, that the practice of ſending Clerks afloat to take a Survey of Stores remaining on any Purſer's Charge, is to be diſcontinued, it having been thought proper that ſuch Survey ſhould proceed under the direction of the Commanding Officer of His Majeſty's Ships, as in the caſe of the Death or Removal of a Purſer, or of his Ship being at Sea or on a Foreign Station.

EQUIPMENT AND EMPLOY OF HOYS AND OTHER VESSELS; AND GRANTING CERTIFICATES OF THE HIRE, FREIGHT, &c. TO WHICH THEY ARE ENTITLED.

250.]—The Hoys belonging to His Majeſty, in the Victualling Department, are to be repaired in His Majeſty's Dock Yards, and to be ſupplied therefrom with ſuch Cordage or other Naval Stores as they may require. The Storekeeper is, therefore, to inform the Agent when any of the ſaid Hoys ſtand in need of repair, who is thereupon to repreſent the ſame to us, in order that the neceſſary application may be made to the Navy Board, to cauſe the ſaid Veſſels to be received and repaired accordingly.

251.]—If Cordage, Sails, or other Stores are required for the uſe of the above Veſſels, the Storekeeper is to make out a Demand for the ſame, in the annexed form, which, on being approved by the Agent, ſhall be carried to the Dock Yard by the Maſter of the Veſſel, who is to receive and charge himſelf with ſuch Stores accordingly, an Account thereof having been previouſly taken by the Storekeeper and Clerk of the Check, in the Book allotted for the entry of Implements and Utenſils. Appendix, No. 87.

252.—The reſpective Maſters of the ſaid Hoys are to keep a Book, in the annexed form, containing an Account of all Cordage, Sails, or other Stores received by them for the uſe of their reſpective Veſſels, and of the manner in which ſuch articles were diſpoſed of; inſerting therein, the time when received, the deſcription and quantity of each article, the time returned into Store, loſt, or expended, with the quantity and deſcription thereof; which Accounts are to be examined, at the end of each quarter, by the Storekeeper and Clerk of the Check, who are alſo to take a Survey of the articles remaining at ſuch periods on board thoſe Veſſels, to ſee that they correſpond with the Maſter's Accounts. Appendix, No. 88.

253.]—Crane Ropes, Slings, Spun Yarn, Can Hooks, Pitch, and Tar, &c. which may be required for the Service of the Victualling Eſtabliſhment, are alſo to be furniſhed from His Majeſty's Dock Yards, and, when the Storekeeper requires any of thoſe articles, he is to make out a Demand for the ſame, in the form before-mentioned, which, being approved by the Agent, is to be taken to the Dock Yard by one of the Storekeeper's Clerks, who ſhall receive the Stores demanded, an Account of which is to be taken by the Storekeeper and Clerk of the Check, as before directed in reſpect to the Stores for the uſe of the Hoys; and, when Sails, Cordage, or other articles received from the Dock Yard, as above-mentioned, ſhall be worn out, or become unſerviceable from any other cauſe, they are, when practicable, to be returned to the Dock Yard, upon a Supply being demanded in lieu thereof, in the manner before deſcribed.

254.—At the end of every quarter, the Storekeeper is to furniſh the Contractors for Lighterage with a Certificate of the Tonnage of the Proviſions, Beer, Water, empty Caſks, &c. conveyed to or returned from His Majeſty's Ships. To enable him to form this, he is to keep a Book, in the annexed form, on one ſide of which he is to enter, from the Daily Iſſue Book, the Tonnage daily conveyed by each Lighter to His Majeſty's Ships, diſtinguiſhing to what anchorage conveyed; on the other ſide he is to enter, from the Book of Returns of empty Caſks, &c. the Tonnage daily conveyed by each Lighter from His Majeſty's Ships, diſtinguiſhing from what anchorage conveyed. And, at the end of the quarter, he is to inſert the Total in the Certificate aforeſaid, which is to contain the date of the Contract, the allowance for Freight, and the ſum to which the Contractor is entitled; and, when ſigned by him, it is to be ſent, together with the Book above-mentioned, to the Clerk of the Check, who will compare the latter with his Books, and, finding them agree, and that the Certificate correſponds therewith, and that the calculation of Tonnage is correctly caſt, will ſign the Certificate and forward the ſame to the Agent, who, on being ſatisfied of the accuracy thereof, and of its conformity, in reſpect of rates and prices, to the Contract lodged in his Office, is to approve and deliver the ſame to the Contractor, to enable him to obtain payment according to the conditions of the Contract. Appendix, No. 89.

255.]—The Storekeeper and Clerk of the Check ſhall each keep a Book, in the annexed form, wherein a particular Account is to be taken of all Veſſels which may be hired for the Service of Government, at the Eſtabliſhment, ſpecifying the time when ſo hired, the name of the Veſſel, Owner, and Maſter, the number of tons burthen at which ſhe is regiſtered, the number of men and boys compoſing the Crew, the Port to which ſhe belongs, for what Service taken up, with the rate of hire bargained for, and any other remarks which may be neceſſary. And as all hired Veſſels, in the employ of the Eſtabliſhment, are to be checked of Wages during the time they may be abſent under repair, whether for annual refitting or otherwiſe, the Storekeeper and Clerk of the Check ſhall each keep a Book, in the annexed form, wherein they are to enter the names of ſuch Veſſels as may at any time have been abſent as aforeſaid, with the names of their Maſters, diſtinguiſhing the particular time when each Veſſel left the Service, and the time when ſhe returned, with the number of days abſent, and any other remarks which may be neceſſary. Appendix, No. 90. Appendix, No. 91.

In caſe any of thoſe Veſſels may have ſuſtained damage in the Service, by going alongſide any of His Majeſty's Ships, or otherwiſe, the Storekeeper is to lay before the Agent a particular Report of the circumſtances of the caſe, for being tranſmitted to this Office.

256.]—Whenever the preſſure of buſineſs may be ſo great as to require the aid of additional Veſſels, to enable the Storekeeper to comply with the Demands made for Proviſions and Stores, the Agent is to acquaint us thereof, that we may conſider of the beſt mode of providing the aſſiſtance required. But, in caſes of emergency, when waiting for our anſwer might be diſadvantageous to the Service, the Agent is to give ſuch public notice as the caſe will admit of, and receive Tenders from ſuch perſons as may be diſpoſed to furniſh Craft,

with whom he is, in the preſence of, and with the advice and aſſiſtance of the other Officers, to make an Agreement for the Veſſels required, on the moſt favourable terms for the Service which he can procure. He is then to ſpecify the names of ſuch Veſſels as may be hired Appendix, No. 92. under the above circumſtances, and the conditions of the Agreement, in a Note, in the annexed form, directed to the Storekeeper and Clerk of the Check, who are to inſert the particulars thereof in the Book kept by each of them, for the entry of all Veſſels in the Service as aforeſaid.

257.]—Whenever the Maſter of any Veſſel, which may have been ſent on freight, or by the run, to any Port or place with Proviſions, ſhall make application for a Certificate to enable him to obtain payment of his freight or hire, the Storekeeper is, on ſuch Maſter producing his Bill of Lading, with the Receipt of the reſpective Officers, to whom the Proviſions or Stores may have been conſigned, written thereon, to furniſh him with a Certificate Appendix, No. 93. in the annexed form, referring to his Books, and expreſſing the date of the Bill of Lading, and the time when the Cargo was delivered, the ſpecies and tonnage of the ſame, the rate of freight or hire to be paid, and any other remarks which may occur. He is alſo to expreſs the whole ſum due in words at length, and to ſign and forward the Certificate to the Clerk of the Check, by whom it is to be compared, examined, and atteſted in the manner already deſcribed, and to be delivered to the Agent, who is to examine and approve the ſame, provided he find it according to the Agreement made on the occaſion, and deliver the ſame to the party, to enable him to receive payment according to his Agreement.

258.]—All Certificates granted to the Maſters of Veſſels, hired by time and employed on Appendix, No. 94. permanent or temporary Service, are to be made out by the Storekeeper, in the annexed form, expreſſing the exact time the Veſſel has been employed (after deducting the number of days ſhe may have been abſent from the Service, if any), and the ſum due in words at length, which is to be ſigned by the Storekeeper, examined and atteſted by the Clerk of the Check, and approved by the Agent, for the purpoſes and in the ſame manner in all reſpects as before-mentioned.

259.]—As ſoon as poſſible after the thirty-firſt of December in each year, the Clerk of Appendix, No 95. the Check is to make out an Account, in the annexed form, of all the hired Veſſels which have been employed in the Service of the Eſtabliſhment, in the courſe of the year, inſerting therein the names of the Veſſels and their Maſters, and to whom they belong; alſo their burthen per regiſter, number of men and boys borne on board each Veſſel, to what Port they beloſinged, and how they were employed; but he is not to include, in ſuch Account, thoſe Veſſels which may have arrived with Proviſions or Victualling Stores from other Eſtabliſhments, unleſs, after their Cargoes were diſcharged, they ſhall have been taken up by the Agent, and employed in the Victualling Service; and he is to ſign and forward this Account to the Agent for being by him approved and tranſmitted to this Office.

EXAMINING AND CERTIFYING TRADESMEN'S BILLS.

260.]—All Demands for providing Stores, or for performing any Works which may be approved by the Agent, ſhall, whether addreſſed to Tradeſmen or otherwiſe, be entered in a Appendix, No. 96. Book to be kept in his Office, in the preſcribed form, ſpecifying the date of each Demand, the name and occupation of the perſon on whom the Demand is made, and the ſpecies and quantity of the Stores required, or the nature of the Work to be performed.

Appendix, No. 97. 261.]—The Tradeſmen's Bills are to be made out, in duplicate, in the form annexed, and ſhall be examined by the Inſpector of Works at the Eſtabliſhment, to certify that the prices charged for the Stores, or for the Works performed are proper, and according to the current rates at the time. They ſhall then be ſent to the Storekeeper and Clerk of the Check ſucceſſively, to examine and compare with their reſpective Books of Utenſils, Turnery Ware, &c. who, on finding the ſame correct, are to ſign and forward them to the Agent for being compared with his Order Book, and, finding the ſaid Bills juſt and proper, he is to approve and cauſe them to be paid, according to the Inſtructions hereinafter given on that ſubject.

262.]—All Certificates ſigned by the Storekeeper, of whatſoever nature, whether granted for Stores delivered in by Contractors, for Lighterage, for Freight, for Works performed Appendix, No. 98. or on Tradeſmen's Bills, are to be entered by him in a Book kept in his Office, in the annexed form, in which he is to ſpecify the date of each Certificate, the name of the perſon to whom it has been granted, the nature and quantity of the Stores ſupplied, or Works performed, the rate of payment, the total ſum claimed, the amount and cauſe of any deduction made therefrom, and the nett ſum due, with any obſervations he may think neceſſary for future reference; and he is particularly to obſerve, that no Certificate is ever to be granted twice for the ſame Stores ſupplied, or Works performed, without a ſpecial Order from this Board; for which reaſon he is always to refer to this Book when he may be in doubt.

RECEIPT AND DISBURSEMENT OF MONEY.

263.]—The Clerk of the Check is to charge himſelf with all Monies ariſing from the Sale of Proviſions, Victualling Stores, and Offal of every deſcription, whether diſpoſed of by public Sale, by Contract, or otherwiſe, the amount of which he is from time to time to pay into the hands of the Treaſurer of His Majeſty's Navy, agreeably to the directions he will receive from us thereupon, obtaining the Treaſurer's Receipt as a Voucher for each Payment.

APPLICATION FOR IMPRESTS.

264.]—In order that the Clerk of the Check may be enabled to make the various Payments on account of the Public Service hereafter deſcribed, he is to apply to us, from time

time to time, for all ſuch Sums of Money as may be requiſite for that purpoſe; ſtating, in his application, the Balance remaining in his hands; and if at any time he ſhall be directed to pay extraordinary Diſburſements, and find it neceſſary to make an application for an unuſual Sum of Money, he is to repreſent the particulars of the cauſe thereof to us.

PAYMENTS OF SAVINGS AND SHORT ALLOWANCE OF PROVISIONS.

265.]—At the end of each quarter the Clerk of the Check is to pay the Sums which may be due for Proviſions ſaved by the perſons belonging to His Majeſty's Ships and Veſſels in Ordinary, and alſo the Neceſſary Money to which they are entitled; and, to aſſiſt him in aſcertaining the amount to be paid, the Agent is to deliver to him, as already mentioned in a former Article, an Account made out by the Storekeeper, containing the quantity of Proviſions ſaved by each Ship and Veſſel in Ordinary, and of ſuch Caſks and other articles as appeared to be deficient on balancing their Accounts in his Office, upon the receipt of which the Clerk of the Check is moſt carefully to calculate the Sums due to each Ship for Proviſions ſaved, and the deduction to be made for the Caſks, &c. deficient; alſo the Sum allowed for Neceſſary Money, governing himſelf, in ſuch calculations, by the Rates ſpecified in the Table of Allowances to the Ordinary before referred to. And he is then to make out an Account, in the annexed form, inſerting therein the names of the Ships, and thoſe of the Officers charged with the Proviſions, the Sum due for Savings and for Neceſſary Money to each Ship, and the total of both; and alſo the amount deducted therefrom for deficiencies, with the Nett Sum remaining. Having prepared this Account, he is to inform the Agent, who is to fix a day for the Payment of the ſaid Money, and to give information thereof to the Reſident Commiſſioner of His Majeſty's Dock Yard, in order that he may direct the Boatſwains, &c. to attend and receive the ſame, when the Clerk of the Check is, in preſence of the Agent, to pay the ſeveral Sums due, cauſing each perſon to ſign his name againſt the Money he receives; and, ſhould any perſon be abſent on the day appointed, he is, with the Agent's approbation, to fix a day of Recall for the purpoſe of paying ſuch perſon in the preſence of the Agent as before.

(V. Art. 171.)

Appendix, No 99.

266.]—Whenever the Purſer of any of His Majeſty's Ships or Veſſels requires Money to pay for Savings or ſhort allowance of Proviſions, he is to produce to the Agent a Certificate, in the form annexed, ſigned by the Captain and Maſter of the Ship; and the Agent, on finding it conformable to the Eſtabliſhed Regulations, is to ſign his initials thereto, and forward it to the Clerk of the Check, whereupon the latter is to examine the ſaid Certificate, to aſcertain whether the Sums therein expreſſed to be due for Savings or ſhort allowance of Proviſions are accurately caſt, agreeably to the Rates of Allowance, as ſpecified in the annexed Table, and, finding the ſame correct, he is to pay the Purſer the Amount, taking his Receipt for the ſame accordingly.

Appendix, No. 100.

Appendix, No. 101.

ASCERTAINING THE EARNINGS AND WAGES OF THE ARTIFICERS, LABOURERS, &c.

267.]—For the purpoſe of enabling the Clerk of the Check to aſcertain the Earnings of thoſe Artificers, and other Workmen, who are employed on Taſk or Piece Work, and to pay the ſame as hereafter directed, he is to take an Account three times a week (or daily, if the Service requires it) of the Work performed by the Coopers and Sawyers, by the Randers, Meſſers, and Salters employed in the Cutting Houſe, in cutting up, ſalting, and packing Beef and Pork, and by the Coopers who prepare the Caſks for containing the ſame, entering the particulars thereof in Books, according to the annexed forms, to contain the names of the reſpective parties, the time the Work was performed, with the quantity and deſcription of the ſame; and he is further to keep an Account of the Taſk Work performed by the Bakers, in a Book according to the annexed form, to contain the number of ſuits of Biſcuit manufactured daily at each oven, a Note of which is to be furniſhed him weekly, in the annexed form, by the Maſter Baker.

Appendix, Nos. 102, 103, 104, 105.

Appendix, No. 106.

Appendix, No. 107.

At the end of each quarter, the Clerk of the Check is to make a total of the Taſk or Piece Work ſo performed by each perſon, and to calculate the amount of the ſeveral Earnings, agreeably to the rates now eſtabliſhed for the ſame, or ſuch other rates as may be hereafter directed, inſerting the total amount earned by each man during the quarter, in the column allotted for the purpoſe, in the forms above deſcribed.

WEEKLY ALLOWANCE OF SUBSISTENCE MONEY TO THE WORKMEN.

268.]—It being deemed expedient that the ſeveral Artificers, Labourers, and other perſons not having fixed ſalaries, ſhould be paid a certain Weekly Allowance out of their Wages for Subſiſtence Money, agreeably to the Claſſes and Rates contained in the Table hereunto annexed, or ſuch other rates as may hereafter be directed, and that the remainder of their Earnings ſhould be paid them at the expiration of the quarter, the Clerk of the Check is to obſerve for his guidance the following Regulations upon the ſubject.

Appendix, No. 108.

All the Artificers, Labourers, and other perſons, as above, are to be divided into Gangs or Companies, not exceeding twenty perſons each, out of which number one man is to be choſen by themſelves, to receive their money; and the Clerk of the Check is to make out a Weekly Pay Liſt, in the annexed form, containing the names of all the men who are appointed to receive the Subſiſtence Money for their reſpective Gangs; and every Saturday afternoon, at four o'clock in the ſummer, and three o'clock in the winter, he is to pay the whole Weekly Allowance for each Gang to the men ſo choſen to receive the ſame, requiring each of thoſe men to ſign his name againſt the ſum paid to him, as an acknowledgment of the receipt thereof

Appendix, No. 109.

thereof for himſelf and the men in his Gang; and the Clerk of the Check is to deliver to each of them a Diſtribution Liſt, in the annexed form, containing the names of the men in his Gang, and the ſum due to each, taking care to inform them that they are to be anſwerable for the regular diſtribution of the ſame, and that, on paying the ſeveral ſums, they are to ſolve the Liſts in the proper column. The Diſtribution Liſts are to be conſtructed ſo as to laſt for thirteen weeks or a quarter of a year, and, to preſerve them, each Liſt is to be kept in a cover, upon which is to be endorſed "Liſt for the Diſtribution of Subſiſtence Money," with the name of the man who is to receive and diſtribute the money; and the Clerk of the Check is to take care that they be returned to his Office every Monday before one o'clock, for the purpoſe of being completed in proper time for delivery on the following Saturday. The Liſts before-mentioned are to be kept by the Clerk of the Check, as Vouchers for the payment of the money, and to enable him to make up the Pay Liſts at the end of the quarter, when he is to caſt up the ſeveral ſums paid to each man, and inſert the total in the Diſtribution Liſt, in the proper column for the purpoſe.

Appendix, No. 110.

Whenever any Workmen or Labourers are abſent from the Yard, in conſequence of hurts received in the Service, the Clerk of the Check is to obſerve, that they are to be paid ſuch ſum as he may be directed by us to allow them in ſuch caſes, being particularly careful that the Weekly Allowance paid them do not exceed, in any caſe, the amount of their Wages; and, if any Workmen or Labourers are abſent two days in the week without leave, they are not to have the Weekly Allowance for that week; but if they are abſent with leave, or owing to ſickneſs, for any number of days in a week, they are to have the Allowance for that week, provided their Pay or Earnings will amount to that ſum, but not otherwiſe. The Clerk of the Check is to take notice that, as the men belonging to the Hoys are ſupplied with Proviſions, they are not to have the Weekly Allowance; and Apprentices or Servants are alſo to be included in the exception. Whenever a quarter terminates on any day excepting Saturday or Sunday, the Allowance paid for the whole of that week is to be charged in the Pay Liſts for the enſuing quarter in which the payment is actually made.

QUARTERLY PAYMENT OF THE YARD.

269.]—From the Complete Book of the Eſtabliſhment, the Muſter or Check Book, the Accounts of Piece and Taſk Work performed, and the Subſiſtence Money paid, as before deſcribed, the Clerk of the Check is, within ten days after the expiration of each quarter, to make out, in the annexed form, two Pay Liſts, containing the names and qualities of all Officers, Clerks, Artificers, Labourers, Hoymen, and every deſcription of perſons who may have belonged to the Department during the quarter, ſetting off againſt each the time for which his Salary or Wages may be due, and the total amount thereof, inſerting alſo the amount of Subſiſtence Money paid, and the deductions made from Hoymen's Wages for Greenwich Hoſpital, at the rate of ſixpence per man per lunar month, with the nett ſum remaining due to each perſon reſpectively; which Liſts he is to ſign and deliver to the Agent, for examination, together with the Complete Book and the Daily Muſter or Check Book, and the Liſts for the Subſiſtence Money paid; the Agent is alſo to be furniſhed, by the Maſter Cooper, with an Account of the total quantity of Taſk and Piece Work performed by each Block or Piece Cooper and Sawyer during the quarter, and by the Maſter Baker and Maſter Butcher, with Accounts of the total quantity of Taſk Work performed by each Baker, Rander, Meſſer, and Salter, during the ſame period, which the Agent is to compare with their Converſion Accounts reſpectively, as rendered to him by the Storekeeper, that he may be ſatisfied that the Work therein expreſſed has been really performed. He is to examine alſo the Daily Muſter Book, laid before him at the ſame time, by the Liſts of Abſentees, &c. which, as before-mentioned, will have been ſent to him immediately after the laſt Muſter on each day; and, having carefully aſcertained that all the Abſentees are duly checked, that the total number of extra hours, inſerted for each deſcription of Workmen, is correct, agreeably to the ſaid Liſts, and that the total number of days and hours worked, and the nights watched, by each man, with the ſums due for the ſame, are accurately ſtated, and carried into the proper columns, he is then to approve the Book, and to proceed in examining the Pay Liſts, by obſerving that the names of all perſons who may have belonged to the Yard in the courſe of the quarter are duly inſerted, that the ſums due to each individual be correctly aſcertained, and the proper deductions made therefrom for Subſiſtence Money paid, or otherwiſe; alſo, that the nett ſums remaining due be accurately ſtated, and carried into the columns allotted for the ſame; and he is, finally, to caſt up the total of each page, and the aggregate total of the whole, and, finding the Liſts correct in all reſpects, to approve and return one of them to the Clerk of the Check, together with the Complete Book; but the other Pay Liſt, with the Muſter Book, the Accounts of Taſk or Piece Work, and the Liſts for Subſiſtence Money paid, before-mentioned, are to remain in the Agent's poſſeſſion, for being forwarded to this Office as hereafter directed.

Appendix, No. 111.

270.]—In preparing the Pay Liſts, directed by the preceding Article, the Clerk of the Check is to take care that no rate of pay be allowed to any Artificer, Labourer, or other perſon employed in the Department but ſuch as may be eſtabliſhed by us; and he is never to permit any eraſure to be made in the Muſter Book or Pay Liſts, but, when any error ſhall be diſcovered, he is to cauſe a line to be drawn through it, and the correct words or figures inſerted over the ſame in red ink.

271.]—The Clerk of the Check is to furniſh each Artificer, Labourer, or other perſon employed in the Department, who may deſire it, at leaſt three days before the time of the Quarterly Payment of the Yard, with a Note, in the annexed form, of the total Wages earned

Appendix, No. 112.

earned by ſuch perſon in the preceding quarter, the amount of Subſiſtence Money already paid to him, and the Nett Sum that he is to receive.

272.]—When the Pay Liſts have been prepared and examined, as before-mentioned, the Agent is forthwith to appoint a day on which the Clerk of the Check ſhall pay the ſeveral perſons, belonging to the Victualling Yard, the Salaries and Wages appearing due to them accordingly, when the Agent is to attend and controul the Payment, requiring alſo the attendance of the Storekeeper and Maſter Tradeſmen, for the purpoſe of giving any explanations reſpecting men employed under them, reſpectively, that may be neceſſary; and, on the ſeveral Sums of Money being paid, the Agent and Clerk of the Check are to ſolve the Pay Liſts kept by them reſpectively, noting againſt each ſum whether it was paid to the party himſelf, or to any other perſon by his order; and the Liſt, ſo ſolved by the Agent, is to be retained in his poſſeſſion, for the purpoſe of examining the Caſh Account, as hereinafter directed; but the other Liſt is to remain in the Clerk of the Check's Office. Should any perſon be abſent on Duty at the time of Payment, the Clerk of the Check, with the Agent's approbation, is to appoint a day of Recall, for the purpoſe of paying ſuch perſons, when the Agent is to be preſent as before. Previouſly to the Pay Liſts being finally cloſed, a Certificate, in the preſcribed form thereon, is to be added to each, and ſigned by the Agent and Clerk of the Check, ſtating therein the total Amount paid, and the ſeveral Sums which may remain unpaid, with the perſons' names entitled thereto.

273.]—Whenever the Clerk of the Check ſhall pay Money for Wages to any perſon belonging to the Yard, or for Neceſſary Money and Savings of Proviſions to any perſon belonging to the Ordinary, due in a former quarter, after the Liſts for ſuch period are tranſmitted us, he is to inſert an Account thereof, certified by the Agent and himſelf, at the foot of the Pay Liſt or Ordinary Liſt, forwarded to this Office, for the quarter in which the payments are made.

PAYMENT OF TAXES, &c.

274.]—At the expiration of each quarter, the Clerk of the Check is to make out an Account, in the annexed form, of the ſums charged for the Civil Liſt Duty on the Salaries of the Officers and other perſons belonging to the Department, agreeably to the following rates; viz. for Salaries of fifty pounds and under one hundred pounds, ſixpence in the pound, and, for Salaries of one hundred pounds, and upwards, one ſhilling and ſixpence in the pound: the total amount of which he is forthwith to pay, on behalf of the ſaid Officers and other perſons, to the Treaſurer of His Majeſty's Navy, obtaining his Receipt at the foot of the above-mentioned Account, as a Voucher for the Payment in his Caſh Account. Appendix, No. 113.

275.]—At the expiration of every ſix months, the Clerk of the Check is to pay the Land Tax which may be aſſeſſed on the Salaries of the Officers and other perſons belonging to the Department; making out an Account of the ſame, in the annexed form, particularizing the name and quality of each perſon, the rate of Salary per annum, and the amount of the Land Tax due thereon; and, on paying the ſame to the Collector of ſuch Tax, the Clerk of the Check is to require him to ſign a Receipt, which is to be annexed to the Account as a Voucher for the Payment accordingly. He is likewiſe to pay the amount of any other Parliamentary and Parochial Taxes, which may be aſſeſſed on the Dwelling-houſes or other Buildings belonging to the Victualling Department, taking the Collector's Receipt for each Payment accordingly. Appendix, No. 114.

PAYMENT OF POSTAGE, &c.

276.]—The Agent is to keep a Daily Account of the expence incurred by him for the Poſtage and Carriage of Letters and Parcels which he may receive or forward on His Majeſty's Service; and, at the end of the quarter, or of each month, if he think proper, he is to deliver ſuch Account, or a copy thereof, to the Clerk of the Check, who is to repay him the amount, on his ſigning a Receipt for the ſame.

And it is to be obſerved, that if any other Officer or perſon belonging to the Department, ſhould receive Letters on His Majeſty's Service, the Agent, upon ſuch letters being produced to him, is authorized to pay the Poſtage thereof, and charge the ſum in the Account before-mentioned.

PAYMENT OF PENSIONS.

277.]—The Penſions allowed to any of the Artificers and Labourers, who may have been ſuperannuated from the Department, are alſo to be paid by the Clerk of the Check at the end of every quarter; for which purpoſe the Agent is to fix a day for the perſons to attend, when the Clerk of the Check is to pay each man the ſum due to him, taking his Receipt for the ſame, as a Voucher for the Payment; but, ſhould any of them be prevented from attending, by ſickneſs, or in conſequence of reſiding at a conſiderable diſtance from the Office, he is, with the Agent's approbation, to pay the money to any perſon producing a proper Written Order or Authority from the party entitled to the Penſion, accompanied by a Certificate of his being alive, ſigned by the Miniſter and Churchwarden of the Pariſh where he reſides; and, in the event of either of the ſuperannuated men having died before the day appointed for payment, the Clerk of the Check is to pay the amount, which appeared due to him at the time of his death, to ſuch perſon as may be legally authorized to receive the ſame, upon a Certificate being produced, ſigned by the Miniſter and Churchwardens of the Pariſh where the deceaſed reſided, ſtating the day on which he died.

PAYMENT OF CONTINGENT CHARGES.

278.]—In addition to the before-mentioned payments, the Clerk of the Check is alſo to pay any ſums which may be due for the Rent of Storehouſes or any other Buildings occupied for

the uſe of the Eſtabliſhment; for the purchaſe of Proviſions or Stores; Hire of Craft by the day, or on freight; the uſual allowance to Officers for providing Stationary; and any other Charges incidental to the Eſtabliſhment, not amounting to the ſum of one hundred pounds, or the amount of which we ſhall not have ſpecially directed to be paid by a Ninety Day Bill; obſerving, in all caſes, to take Receipts from the parties to whom ſuch payments are made, and being very careful not to pay any perſon applying to receive the money which may be due to another, unleſs a proper Written Order be produced, ſigned by the party on whoſe behalf the application is made, or unleſs ſuch perſon be in any other manner legally entitled to receive the ſum ſo due.

279.—The Clerk of the Check is to take care, in all caſes where Receipts for money paid by him are written on Stamps, that the expence thereof be defrayed by the perſons receiving the money, except for Receipts for Taxes; and he is to obſerve that all Receipts and Vouchers are to be delivered to the Agent, immediately after the Payments are made, who is to retain them in his poſſeſſion until the end of the quarter, to enable him to examine the Caſh Account when it comes before him for that purpoſe.

MAKING UP, EXAMINING, AND TRANSMITTING THE QUARTERLY CASH ACCOUNT.

Appendix, No. 115. 280.—The Clerk of the Check is to keep a Daily Caſh Book, in the form annexed, to contain, in the order of dates, all the Sums of Money which he may from time to time receive and pay on account of the Public Service, in the courſe of each quarter, entering on the Debit ſide thereof, the Balance of Caſh remaining in his hands on the laſt day of the preceding quarter, the amount of all Impreſts granted him by us, ſtating the times when received, the dates of our Orders, and the number of each Impreſt; with all ſuch other Sums of Money as he may receive for Proviſions, Victualling Stores, and Offal diſpoſed of by public Sale, by Contract, or otherwiſe, ſpecifying the date of each Sale and Contract, and the deſcription of Stores or Offal ſold; and, on the Credit ſide, he is to enter all Sums of Money paid by him during the quarter, ſtating the time and to whom paid, and for what Service. At the end of the quarter, the Clerk of the Check is to caſt up the Total of each ſide, and ſtate the Account, for the purpoſe of aſcertaining the Balance of Caſh
Appendix, No. 116. remaining in his hands; and he is forthwith to make out a fair Account therefrom, in the annexed form; on the Debit ſide of which, after inſerting the Balance brought from the preceding quarter, he is to enter, ſeparately, all Monies received by Impreſts, and then the Sums received for Proviſions and Offal ſold by public Sale or otherwiſe, with the dates, numbers, &c. as before deſcribed with reſpect to the Caſh Book; obſerving that the Total Sum, under each of thoſe heads, is to be entered in the ſecond column. On the Credit ſide the Sums paid for Salaries and Wages, Savings, and Short Allowance of Proviſions, Ordinary Credits, and Neceſſary Money, Superannuation Penſions, and alſo the Payments made to the Treaſurer of the Navy, on account of Proviſions and Offal ſold, are to be entered under a diſtinct head for each of thoſe Services; and all other Sums paid are to appear under the general head of Contingencies, taking care to place the Total, paid under each head, in the ſecond column, as above directed for the Debit ſide. Having caſt up, and properly balanced and ſigned this Account, the Clerk of the Check is, at the foot thereof, to write an Affidavit, in the form preſcribed thereon, and forward the ſaid Account, together with his Caſh Book, to the Agent for examination, who is firſt to aſcertain, whether the Account in the latter be correct, for which purpoſe he is to ſee that the Balance of Caſh remaining at the termination of the preceding quarter has been duly brought forward; that the Amount of the ſeveral Impreſts are inſerted conformably to our Letters granting the ſame; that the Sums of Money with which the Clerk of the Check has debited himſelf for Proviſions and Offal ſold by public Sale, and otherwiſe, are ſtated correctly, agreeably to the Accounts kept by the Storekeeper of public Sales, and of Offal delivered to Contractors; he is then to examine whether the Sums, therein expreſſed to have been paid, agree with the ſeveral Receipts and other Vouchers which have come into his poſſeſſion as before-mentioned; he is alſo to caſt up the Total of each ſide, and ſee that the Balance is accurately ſtated; and, being ſatisfied thereof, he is further to compare the fair Account therewith, and, finding them agree with each other, he is to approve both, requiring the Clerk of the Check to take and ſubſcribe the Affidavit before-mentioned in his preſence; and he is then to tranſmit the Account to this Office, together with the Muſter Book, Quarterly Pay Liſt, Subſiſtence Money Pay Liſts, and all the Receipts and Vouchers which relate thereto, returning the Caſh Book to the Clerk of the Check. Previouſly, however, to the above Account being forwarded to the Agent, the Clerk of the Check is therefrom to tranſcribe into his Daily Caſh Book, immediately following the Balance of the Account, the Total Sum paid under each Head of Service during the Quarter, in order that his Caſh Book may contain the whole of the information ſtated in the Account rendered to us.

281.]—In order that we may be duly informed of the Amount of Caſh remaining in the Clerk of the Check's hands from time to time, he is, on the Friday evening of each week,
Appendix, No. 117. to make out an Account thereof, in the form annexed, which he is to forward to the Agent's Office on or before twelve o'clock at noon of the following day, for being tranſmitted to this Office with the Storekeeper's Weekly Account.

282.]—In order that the Money which may remain in the Clerk of the Check's poſſeſſion on account of the Public Service may be kept as ſecurely as poſſible, he will be furniſhed with an Iron Cheſt, in which he is to depoſit all Monies he may receive, from time to time, for the Service of the Eſtabliſhment; and he is to cauſe the ſaid Cheſt to be ſtrongly faſtened down in ſuch part of his Office as may be the leaſt expoſed to danger from fire or otherwiſe.

OF

OF MAKING OUT BILLS AND CERTIFICATES TO PURSERS, TO ENABLE THEM TO OBTAIN NECESSARY MONEY.

283.]—When Neceſſary Money may be due to the Purſer of any of His Majeſty's Ships or Veſſels, he is to produce to the Agent a Certificate, according to the annexed form, ſigned by the Commander and Maſter, ſtating the complement of the Ship, the time for which ſhe may be victualled, and that ſhe is actually complete, for that time, with the neceſſaries uſually furniſhed by the Purſer, and expreſſing alſo, in caſe Neceſſary Money ſhall have been before ſupplied, the date of the laſt Certificate, the number of days for which it was granted, and the number of days for which Neceſſary Money may be due; and, if the Ship or Veſſel ſhall have been ſupplied with Coals, Wood, or Candles, on His Majeſty's Account, the Purſer is to produce a Certificate, in the annexed form, ſtating, in addition to the before-mentioned particulars, the quantity of each article ſupplied, with the time and from whence received, and the rate and amount thereof. When the Agent ſhall have inſpected and approved ſuch Certificate, he is to cauſe the ſame to be delivered to the Clerk of the Check, who is immediately to make out a Bill, in the annexed form, for the amount of the Neceſſary Money due, at the rate of one halfpenny per man per lunar month, if the complement of the Ship exceeds Three hundred and Forty-three men, but if the complement ſhall conſiſt of Three hundred and Forty-three men, and under, the Neceſſary Money is to be calculated at the rate ſpecified in the Table hereunto annexed; always taking care to deduct the amount of any Neceſſaries, with which the Purſer may have been ſupplied, as before deſcribed. On the back of this Bill, the Clerk of the Check is to ſign a Certificate, in the form preſcribed thereon, which, together with the Certificate produced by the Purſer, is to be ſent to the Agent, who, on finding the amount correctly caſt, agreeably to the rates ſpecified in the Table before-mentioned, is to approve the ſame, and deliver it to the Purſer, retaining the original Certificate in his poſſeſſion.

Appendix, No. 118.

Appendix, No. 119.

Appendix, No. 120.

Appendix, No. 121.

284.]—The Clerk of the Check is to enter all Bills for Neceſſary Money in a Book, in the annexed form, containing the date of the Certificate produced by the Purſer, and of the Bill made out therefrom, the names of the Purſer and Ship, number of men and days, rate of Neceſſary Money per man per lunar month, and the amount thereof; alſo the deductions for any Coals, Candles, &c. which may have been ſupplied on his Majeſty's Account, with the nett ſum remaining due; and, at the expiration of each quarter, he is, from this Book, to tranſcribe an Account, in the above form, containing the ſeveral particulars therein expreſſed, which Account he is to ſign and lay before the Agent, who, on finding it correct, is to approve, and tranſmit the ſame to this Office.

Appendix, No. 122.

ANNUAL ACCOUNT OF THE ESTIMATED EXPENCE OF THE ESTABLISHMENT FOR THE ENSUING YEAR.

285.]—Early in the month of October of each year, the Clerk of the Check is to make up an Account, in the annexed form, containing an Eſtimate of the Expence of the Victualling Eſtabliſhment at the Port, for the whole of the enſuing year, under the following diſtinct Heads, viz.

Appendix, No. 123.

Salaries for Officers, Clerks, and other perſons: Wages for Artificers, Labourers, &c.: Rent of any part of the Victualling Premiſes: Buildings erected, or ordered to be erected: Repairs of Buildings: Expence of Wages, Proviſions, &c. for the Hoys belonging to His Majeſty: Hire of other Craft: Parliamentary and Parochial Taxes: Poſtage and Carriage of Letters, and Parcels: and for any other incidental Services: having made a total of theſe ſeveral ſums, he is to ſign and forward the Account to the Agent, who, having inſpected the ſeveral entries, and found the ſums to be fairly eſtimated, is to approve and tranſmit the ſame to this Office.

ACCOUNTS OF THE DEBTS DUE FROM THE ESTABLISHMENT, FOR VARIOUS SERVICES.

286.]—As ſoon as poſſible after the thirtieth of September and thirty-firſt of December in each year, the Clerk of the Check is to make out an Account, in the form annexed, of the Debts due from the Victualling Eſtabliſhment, for Various Services, at thoſe periods; ſpecifying the amount due for Salaries and Wages to the ſeveral perſons employed in the Yard; for Neceſſary Money, and Credits of Proviſions to His Majeſty's Ships and Veſſels in Ordinary; for Works performed, and Materials delivered, by different Tradeſmen; for the Hire of Veſſels; Rent of Storehouſes, &c.; Penſions to Superannuated Artificers and Labourers; and for any other incidental Services; having made a total of all thoſe ſums, and affixed his ſignature thereto, he is to forward the Account to the Agent, who, on being ſatisfied of the correctneſs thereof, is to approve and tranſmit the ſame to this Office.

Appendix, No. 124.

PRINTED FORMS, &c.

287.]—The reſpective Officers will be furniſhed by the Storekeeper, from time to time, with ſuch Printed Forms, Books for Accounts or Notes, as they may have occaſion to uſe, on demanding the ſame by Note under their hands.

They are to take every precaution to prevent any of ſuch Forms or Printed Paper from being unneceſſarily expended, waſted, or appropriated to any other purpoſe than that for which they are intended; and a ſtrong injunction to this effect is to be conſtantly hung up in the reſpective Offices.

OF PRESERVING ORDERS AND OFFICIAL LETTERS.

288.]—The reſpective Officers of the Eſtabliſhment are carefully to preſerve all Original Orders and Official Letters which they may receive, and, at the end of every year, cauſe them to be bound together in one volume, except Demands or Warrants for the Iſſue of Stores. They are alſo to enter in a Book, to be kept by them reſpectively for that purpoſe, all Letters which they may have occaſion to write on the Public Service; and they are to form, and regularly keep complete, an Alphabetical Index to each of the before-mentioned Books, in order that reference may at any time be had to every Order which they may have received, or Public Letter they may have written; and theſe Books are to be depoſited in the ſeveral Offices, for the information of their ſucceſſors.

CONCLUSION.

289.]—Laſtly, As, in conducting the numerous and extenſive concerns of this important Branch of His Majeſty's Service, circumſtances may ariſe for which no previous Inſtructions can be given, it is incumbent on every Officer, Clerk, and other perſon employed therein, whatever may be his Rank or Station, to employ all diligence and alacrity to expedite and promote, to the utmoſt of his power, the Welfare of the Public Service; and it is expected, that they will zealouſly attend to the Duties carrying on in their reſpective Departments, and ſhew an Intereſt for His Majeſty's Service; being, on all occaſions, very watchful to prevent embezzlement of Public Stores, and abuſes of any other deſcription; and reporting, without favour or partiality, all ſuch as may come to their knowledge; and it is the Duty of each Officer frequently to remind every perſon employed under his Superintendence, that zeal and aſſiduity in the performance of his Duty cannot fail to entitle him to proper attention and encouragement from thoſe who preſide over the Department, as no other qualification than merit will ever be regarded.

INSTRUCTIONS

For the Maſter Coopers of His Majeſty's Victualling Eſtabliſhments.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.

YOU are, under the Orders of the Agent, to have the direction of all the Coopers, Sawyers, and other perſons employed in the Cooperage to which you are appointed, and to ſuperintend all the buſineſs carried on therein. The Foremen and Coopers, alſo, who may be employed in the Storehouſes, Cutting-houſe, or any other part of the Eſtabliſhment, whether by the day or by the piece, are, though they may be under the immediate direction of the Storekeeper, to be accountable to you for the proper and ſpeedy execution of the Works upon which they may be employed; and you are to be conſtant in your attendance, not only during the working hours of the Yard, but at all other times, whether by day or by night, when you ſhall be required to attend, or when any of the people under your ſuperintendence ſhall be at work. And if you ſhould at any time require leave of Abſence from your Duty, the Agent is, if the Service will admit thereof, authorized to grant you leave of Abſence, not exceeding four days; but any further time which you may require, is to be obtained from this Board.

2.]—You are to have charge of the Stores and Materials of every deſcription which may be requiſite for carrying on the Manufactory under your management; and you are to be fully reſponſible for converting the ſame to the beſt poſſible advantage, according to the utmoſt of your ſkill and ability, and alſo for the due care and preſervation of all Stores of whatever nature which may come into your charge, as well in their raw as converted ſtate, keeping ſuch Accounts of the Receipt and Diſpoſal thereof as are hereinafter directed; and you are, at all times, to take particular care that the Staves be ſo piled, and the other articles ſo placed, that the number or quantity of each deſcription, remaining in your charge, may at any time be aſcertained with the leaſt poſſible trouble.

3.]—In order to facilitate and expedite the Services carrying on, you will be allowed to employ ſuch a number of Labourers, excluſively in the Cooperage, as the Agent may judge ſufficient for the ordinary concerns thereof; and when, on account of any unuſual preſs of buſineſs, you may require additional aſſiſtance, you are to apply to the Agent for ſuch further number as the caſe may require; and you are particularly enjoined to inform him, whenever you may not have full employment, during each day or for any part of a day, for all the men under your direction, in order that he may allot them other work, or diſcharge them, as the caſe may require. But as it is neceſſary that the Storekeeper ſhould have the moſt deſerving men employed under him, as Storehouſe Labourers, you are, when he may apply to you for that purpoſe, to give him every information in your power reſpecting the characters of the men employed under you, in order to enable him to make choice of the moſt ſober and truſt worthy.

4.]—Every Cooper or Sawyer, who may be propoſed to be entered for His Majeſty's Service in the Victualling Yard, is to be carefully examined by you, and ſhall be required to produce his Indenture and teſtimonials of good conduct from the perſon with whom he ſerved

ſerved his apprenticeſhip; and, if the perſon propoſed ſhall be found duly qualified, you are to make out a Note, in the annexed form, containing his name, place of nativity, age, and occupation. He ſhall then be ſent with the Note, attended by a Warder or ſome confidential perſon, to the Agent, who will, if upon examination he be ſatisfied of his fitneſs, direct the Clerk of the Check to enter him accordingly. Appendix, No. 5.

5.]—You are to divide the Duty of the Department, with which you are entruſted, between the ſeveral Foremen and Lords of the Cooperage, in ſuch manner as you may think moſt advantageous for the Public Service, ſtrictly enjoining them that they attend carefully to the conduct of the Workmen under their reſpective ſuperintendence, ſeeing them ſupplied with Staves and other Materials, and being very particular in examining their work, to ſee that it be done in a ſubſtantial and workmanlike manner, and with as little waſte as poſſible of the Materials; that they prevent, to the utmoſt of their power, the Artificers, Labourers, and others, from loitering away their time, from committing waſte or embezzlement, and from behaving in any manner to the prejudice of the Public Service, and report to you, for the information of the Agent, all inſtances of miſconduct as ſoon as diſcovered.

No perſon employed under you ſhall be allowed to paſs the Gate during the working hours, without a Note under your hand, in the annexed form, in which you are to ſpecify on what occaſion he is to be abſent, with the time required; and you are particularly to obſerve that no Artificer, Labourer, or other perſon whatever belonging to the Yard, is to be privately employed for domeſtic purpoſes, either without doors or within, upon any pretence whatever. Appendix, No. 10.

6.]—You are to cauſe the ſeveral Foremen and Lords of the Cooperage to keep Liſts of the men employed under them reſpectively, in order that they may, on the men coming to work, know if any of them are abſent, and report the ſame to you accordingly; you are to ſee that they daily allot to each man the work he is to perform, and point out to him the manner in which he is to be ſupplied with the neceſſary Materials; you are to be very particular in examining their work, taking care that all the buſineſs, under your ſuperintendence, be executed in a ſubſtantial and workmanlike manner, and with as much expedition and economy as the nature of the Service will poſſibly admit; obſerving that you will be reſponſible for the goodneſs of ſuch work, and for the conduct of your different Foremen and all perſons employed under you; and if any perſon ſhould abſent himſelf from his work, be idle and inattentive to your Orders, or neglect to perform, faithfully and diligently, his Duty, you are forthwith to repreſent the ſame to the Agent, who, if ſatisfied of the impropriety of the man's conduct, will direct him to be diſcharged, or otherwiſe dealt with according to circumſtances.

You are alſo to repreſent to the Agent, when any of the men ſhall, from old age or other cauſe, be incapable of performing a day's work, that he may be ſuperannuated or diſcharged, as the caſe may require; and if any perſon, employed under you, ſhould receive a hurt in the performance of his Duty, which may render him incapable of further ſervice, you are immediately to make known the particulars of the accident to the Agent.

Being held reſponſible, as above ſtated, for the conduct of all perſons employed under you, on vacancies happening for Inferior Officers, or perſons of truſt, in your Department, you will be allowed to nominate perſons to fill ſuch vacancies to the Agent, who, on being ſatisfied of their fitneſs, ſhall propoſe them to us, and wait our directions thereon.

7.]—The Day Coopers are to be employed on the various Services uſually performed by day work, or ſuch as, from the nature thereof, a price cannot be fixed for its being executed by piece or taſk work; and you are to be very particular in ſeeing that thoſe men are kept conſtantly employed, and that they perform a proper day's work; and, whenever you ſhall be applied to by the Storekeeper for Coopers to be employed in the Storehouſes, in heading, trimming, and hooping of caſks, you are to be very careful to ſelect, for ſuch employment, able, truſt-worthy, and deſerving men, whom you are occaſionally to viſit at their work, for the purpoſe of inſpecting the ſame, and of being ſatisfied that it be done in a proper manner, and that the men be fully employed.

8.]—Whenever the Storekeeper may apply to you for any number of Coopers to be employed in the Cutting Houſe, in heading or trimming the fleſh caſks, or new driving their hoops, you are to ſelect as many as you may conſider ſufficient for the Service carrying on, always giving the preference to thoſe Coopers who have been moſt accuſtomed to that deſcription of work, who are not to be changed while the Service may require their attendance; you are frequently to viſit them in the Cutting Houſe, while at their work, being very watchful over the conduct of the Foreman, who may be appointed by you to ſuperintend them, as you will be anſwerable for the due performance of the Coopers' work in the Storehouſes as much as in the Cooperage.

If complaint be at any time made to you by the Storekeeper of the conduct of the Foremen or Coopers employed in the Storehouſes, you are immediately to enquire into the circumſtance, and report the Offenders to the Agent, for being mulcted or diſcharged, as the caſe may require.

Whenever you may be of opinion that the attendance of any of the Coopers in the Cutting Houſe or Storehouſes may be diſcontinued, you are to repreſent the ſame and the number that may be ſpared to the Agent, and, with his approbation, you are, without favour or partiality, to remove ſuch of them as you may think it beſt for the Service to employ at the Blocks, or in any other Service carrying on.

9.]—The Apprentices are to be employed, in the ſeveral ſtages of their ſervitude, on the works beſt adapted to their abilities. You and your Foremen are to pay great attention to their conduct and progreſſive improvement, affording them every Inſtruction in your power while under your Superintendence; and, ſhould any of the men, deriving advantage from

Apprentices as their Inſtructors, neglect this important part of their Duty, or fail to ſet a good example to the young men under their care, by conducting themſelves in a becoming manner, you are forthwith to repreſent the ſame to the Agent.

10.]—You are to obſerve that the common Working Hours of the Victualling Yard are from Six o'clock in the Morning to Six in the Evening, while the day-light will admit, and the Bell ſhall ring at thoſe hours when the Workmen are to repair to or leave the Yard; and, by the Ringing of the Bell they are likewiſe to be governed, in coming to and leaving their Work, at all other ſeaſons of the year; the time allowed for breakfaſt is to be from eight o'clock to half paſt eight, but the Workmen are not to go out of the Yard on this occaſion: and, from the firſt of October to the thirty-firſt of March, both days included, they are to breakfaſt before they come into the Yard, which is to be early enough to admit of their being muſtered, and actually at their work by ſeven o'clock every morning, except in the depth of winter, viz. from the ninth of November to the firſt of February, both days included, during which time they are to be muſtered and actually at work by eight o'clock, and the Bell will be rung at proper times accordingly. Their allowance of time for dinner throughout the year, will be from twelve to one o'clock.

The above Regulations preſcribe the uſual or common working hours of the Yard; but it is not meant to prohibit the Coopers, and other perſons employed by the piece, from working a greater length of time in the courſe of the day, or during meal times, if the Service ſhall require it, and the Board ſhall direct the ſame to be done.

But if the nature of the Services upon which any of the Workmen are employed, ſhall require their attending before or after the uſual working hours of the Yard, or during meal times, but not make it neceſſary for them to work extra, or to attend, upon the whole, longer than the uſual working hours, they will, on your ſtating the particulars to the Agent, in ſuch manner and form as he ſhall direct, be permitted, as the caſe may be, either to go out to their meals as ſoon as the Service will permit, or to leave the Yard as much ſooner than the preſcribed hour in the evening of the ſame day, (if they ſhall have come in earlier, or worked during meal times) and of the next day, or firſt convenient opportunity (if they were detained after working hours) as will make their attendance conformable to the number of hours preſcribed for the common day's work.

Whenever it may be neceſſary that the men ſhould work on Sundays, or extra hours on any other day, in conſequence of the urgency of carrying into execution any Service which may be directed, you are to report the circumſtances to the Agent, that he may, if ſatisfied of the propriety thereof, give the requiſite Orders on the occaſion.

11.]—You are, at all times, to take every poſſible precaution in your power to prevent Accident by Fire in any part of the premiſes; and you are to conſider it a moſt important part of your own Duty, which is on no account to be neglected, to inſpect, with the utmoſt attention, immediately on the people leaving work, every place where they may have been employed, to ſee that no perſon remain therein, that no Fires or Lights are left burning, and that all is ſafe, when the doors and windows are to be ſecured, and the keys lodged in your own poſſeſſion till next morning.

12.]—You are to take care that no perſon be admitted into the Storehouſes or Workſhops, without having buſineſs there, except ſuch Strangers as ſhall have obtained the Agent's permiſſion to viſit the Yard, who, on ſuch occaſions, will be attended by a Warder; nor ſhall the Artificers, Workmen, or Labourers, belonging to one Department of the Yard, be allowed to go into the Storehouſes or Workſhops of another, except on Duty.

When the men leave off work, you, or one of your Foremen appointed by you, are carefully to obſerve each of them as they paſs out of the premiſes, in order to prevent any article, even of the moſt trifling nature, belonging to Government, from being carried away, ſearching ſuch as may be ſuſpected of attempting the ſame, and, in caſe any thing improper ſhould be found upon them, they are to be detained, and the circumſtance reported to the Agent.

13.]—You are, in conjunction with the Agent, Clerk of the Check, and Storekeeper, to be particularly careful in examining the quality of all Caſks, Staves, Hoops, Rivets, and Materials of every kind, as well as of all Tools and Implements of every deſcription which ſhall be delivered, by Contract or otherwiſe, for the uſe of the Cooperage, and to give your opinion faithfully whether the ſame be good and fit for His Majeſty's Service, and in all reſpects anſwerable to the ſample and conditions of the Contract, in order that they may be received or rejected, as the caſe may require; and you are, on all occaſions, to take great care that both new and old Staves be manufactured into the Caſks for which they will beſt anſwer, ſo as to be worked up to the greateſt poſſible advantage; and that new Staves, ſawn for Leagers, Butts, Puncheons, Hogſheads, Barrels, Half-hogſheads, and Heading be not, on any account, applied to other purpoſes than thoſe for which they ſhall be ſo ſawn.

You are afterwards frequently to inſpect the Materials, while under the hands of the Workmen, and to pay particular attention to the quality, as well to the proper uſe of all the Staves, Rivets, and other Materials, in order to prevent any defective or otherwiſe unfit articles from being uſed, and that none be waſted or improperly applied, in conſequence of the inability and careleſſneſs of the Workmen or Apprentices.

14.]—All Staves, Wood and Iron Hoops of every deſcription, Deals, Flags, Rivets, Coopers' Nails, and Willow Rods for Twigs, which may be received from Contractors or otherwiſe in a raw ſtate, ſhall, on the delivery thereof, be transferred into your charge for converſion; but, as the Storekeeper is (at ſuch Ports as it may have been cuſtomary to ſupply any of the above Stores to His Majeſty's Ships, or to other Victualling Eſtabliſhments) authorized to retain in his own poſſeſſion ſuch portion of the ſaid Materials as may, according to circumſtances, appear to the Agent to be fully ſufficient for any Demand that

may

may probably be made for the purpoſes aforeſaid, you are, therefore, in ſuch caſe, in the event of your being at any time in want of Materials before the uſual Supplies may have arrived, to make application to the Storekeeper for a further ſupply, from the portion which may be remaining in his charge.

In like manner, whenever Caſks may be received in Packs from other Victualling Eſtabliſhments, the ſame will forthwith be delivered into your charge, for being again ſet up, hooped, and completed.

15.]—Whenever Caſks, Iron Hoops, and Staves, are landed from any of His Majeſty's Ships and Veſſels, hired Tranſports, &c. you are to ſend one of your Foremen, or, if the Service will permit, you are to attend yourſelf, for the purpoſe of carefully examining the condition of the ſaid Stores.

All ſuch Caſks as may be unfit to be repaired are to be ſhaken, and the Staves, Hoops, and Heading ariſing therefrom, as well as the looſe Staves, Hoops, and Heading which may have been landed, are to be properly ſorted, and ſuch parts thereof as ſhall be found fit for being worked up into Caſks, or other articles of ſmaller dimenſions, which may be required for the Service, are to be committed to your charge, in order that you may cauſe them to be converted to the purpoſes for which they are beſt adapted; but the unſerviceable articles are to be retained by the Storekeeper, and ſet apart for being afterwards ſurveyed, and lotted for Sale.

16.]—On all occaſions when new or old Staves, and other Materials of the nature before deſcribed, are to be received by the reſpective Clerks of the Clerk of the Check and Storekeeper, you or your Clerk (if you be allowed one) are to attend with them, and take a Note of the exact quantity of each ſpecies of the ſaid Stores which may be delivered into your charge for Converſion. You are to cauſe the ſeveral Caſks, which might not have been found in a ſtate to require their being ſhaken, to be taken in hand, and properly cleaned and repaired, without any delay, by the Coopers and Labourers employed under you; but, although you are to be conſidered anſwerable for the ſafety thereof while in your hands for the above purpoſe, you are not required to enter ſuch Caſks in the account of other Stores committed to your charge, the ſame being kept account of by the Clerk of the Check and Storekeeper. You are, however, to allot ſuch new and old Materials as may be requiſite to repair the Caſks above-mentioned; and the Foreman, whom you may appoint to ſuperintend this Duty, is, every evening, to deliver to you a Note under his hand, in the annexed form, ſpecifying the exact quantity of new and old Materials of every deſcription, expended in Repairs in the courſe of the day. Appendix, No. 30.

17.]—The Stores for Converſion having, in the manner before deſcribed, come into your charge, you are to allot the raw Staves to the Sawyers, from time to time, for being converted into the Scantlings of ſuch Caſks as the Service may require; and you are to be very attentive to the conduct and abilities of the Inſpector or Foreman, whom you may appoint to ſuperintend ſuch work, in order that you may be ſatisfied that the Staves be lined, or marked, in the moſt judicious manner for being ſawn, ſo as to make, according to their length and thickneſs, the beſt poſſible Converſion, always taking care that the perſons employed in this important branch of Duty, be the fitteſt that can be ſelected for that purpoſe; and, if at any time you may require any particular ſpecies of Scantlings, and have not in Store the deſcription of raw Staves, from which they can with propriety be taken, you are not to cut up any other raw Staves to diſadvantage, without our permiſſion, or, if time will not admit to receive our anſwer, without the authority of the Agent, who will communicate the ſame to us, in order that we may enquire into the cauſe thereof, and aſcertain whether the blame attaches to you, for not giving timely notice of the want of any particular ſpecies of Staves, or to the Contractor, in failing to deliver the ſame according to his agreement.

18.]—You are to allot the making of ſuch ſpecies of Caſks and other articles as the Service may, from time to time, require, to the Block Coopers employed under you; obſerving in all caſes that the old Staves, which may be in your charge, are to be worked up into Caſks in preference to uſing new timber, when it can be done with advantage; and you are never to convert new Staves into Scantlings for dry Caſks, when you may have old Staves, which can poſſibly be applied thereto, though unfit for tight Caſks.

19.]—The Storekeeper will, as early as poſſible, inform you of the deſcription of Caſks which he may, from time to time, require for the Public Service; and you are to obſerve, that every Caſk, whether new or old, intended to be filled with Beer, Wine, Spirits, Vinegar, or other liquid, in order to aſcertain if it be perfectly tight and free from worm holes, is to be carried to the Seaſoning Houſe, where, being firſt bung bored, a few gallons of hot water is to be poured into it, and if, upon being bunged up and rolled about, any defect be diſcovered by the ſteam of the hot water forcing its way through, the Caſk is to be returned to the man who made or repaired it, for being made perfectly tight without any additional expence; all Caſks of the above deſcription, unleſs intended for water, are to be gauged and have the Contents in Wine-meaſure, marked on one of the Heads, thoſe intended for Wine, Spirits, or Vinegar by the Clerk of the Check, and the others by yourſelf. Having undergone the above proceſs, the new Caſks, and ſuch as may have lain any time in Store, are to be removed to proper places, and filled with cold water, and, if the Service will admit, they are to remain in that ſtate for about three weeks for a farther ſeaſoning; they are then to be emptied, and, if not immediately wanted, are to be ſtored in ſuch lofts and other places, as may be appropriated for that purpoſe.

The Caſks above-mentioned, as well as thoſe of every other deſcription, are to be marked with the Broad Arrow on the two Staves next the Bung Stave oppoſite the bung hole,

before they are delivered by you into the charge of the Storekeeper, for being iſſued to His Majeſty's Ships or otherwiſe diſpoſed of, as the Service may require; and the Caſks intended for the Ground Tiers of His Majeſty's Ships and Veſſels, are to be tarred round the Chimbs, and that part of the Head near thereto.

20.]—You are to ſee that the Offal, ariſing from converſions in the Cooperage, be carefully ſet apart and ſorted, keeping ſuch of the Slabs, Tongues, and Boards' ends as may be found unfit for Heading or other purpoſes, as well as the Slab ends, Doublet ends, Chips, Saw-duſt, old and broken Iron Hoops, &c. ſeparate from each other; and they are, from time to time, as the ſame ſhall accumulate, to be delivered into the Storekeeper's charge, for being delivered to Contractors, ſurveyed and lotted for Sale, or otherwiſe diſpoſed of.

21.]—In caſe, by any unforeſeen circumſtance, the Storekeeper may be directed to ſupply any of His Majeſty's Ships, or other Victualling Eſtabliſhments, with any Cooperage Stores, of which he may have none or not enough remaining in his own poſſeſſion, you will be directed to furniſh him with ſuch quantities of each ſpecies as he may require; and you are to keep an Account thereof, expreſſing the exact quantity ſo delivered to him, with the date of any ſuch tranſaction.

22.]—At the end of every quarter of a year, a minute and particular Inventory is to be taken of the Stores remaining in your charge, by a Clerk from the Office of the Agent, and another from that of the Clerk of the Check and Storekeeper, and alſo by you or your Clerk (if you are allowed one). They ſhall ſeparately note, in Books to be kept by each of them, the exact quantity of new Staves, Iron and Wood Hoops, and other raw Materials of every deſcription, the quantity of the old Staves and Hoops, the total number of each ſort of Scantlings produced from raw Staves, and the total number of each ſpecies of new Caſks, or Packs of Caſks, as well as Caſks made from old Materials, which may be then remaining in your charge.

23.]—You are to enter all matters relating to the receipt, converſion, expenditure, delivery, or remains of the Stores committed to your care, in a Quarterly Converſion Account, which you are to keep in the annexed form.

Appendix, No. 31.

At the commencement of the quarter you are to enter, in the firſt line thereof, the quantity of each deſcription of new Staves and other raw Materials, the number of Packs, as well as the quantity of old Staves, &c. and the number of each ſort of Scantlings, which may have been found to remain in your charge at the Survey then taken; but not to inſert any Caſks or Offal which might have then remained. You are afterwards, from time to time to enter, in the columns provided for the purpoſe, the ſeveral quantities of new or old Materials coming into your charge, according to the rough Account thereof which may have been taken by you or your Clerk, in the manner before deſcribed.

You are likewiſe, whenever the Account of the Sawyer's Work ſhall have been taken by you and the Clerk of the Check, in the manner and form hereinafter directed, to abſtract therefrom the whole quantity of Scantlings of each ſpecies produced on that occaſion, which you are immediately to inſert in the proper columns of the Converſion Account before-mentioned. You are alſo to tranſcribe into it the total quantity of each ſpecies of new or old Materials, which may at any time be expended in carrying on Repairs of Caſks, as the ſame ſhall appear by the Note delivered to you by the Foreman under whoſe inſpection the Repairs may have been executed.

24.]—You are further, whenever Caſks and other manufactured articles ſhall have been delivered into the charge of the Storekeeper, to attend yourſelf, or cauſe your Clerk to attend with the two Receiving Clerks, and take a rough Note of the quantity of each deſcription of Caſks, &c. ſo delivered; and you are afterwards to enter, in the proper columns of your Converſion Account, the total quantity of each ſpecies of new Caſks, and likewiſe the total quantity of each ſpecies of Caſks and other articles made from old Materials, which may on any ſuch occaſion be thus delivered into the Storekeeper's charge; and you are, in the ſame manner, to enter the different quantities of Offal which may, from time to time, be delivered to the Storekeeper, diſtinguiſhing the ſeveral ſpecies ſo delivered in the columns allotted for each.

25.]—At the end of the quarter, you are to caſt up the ſeveral entries in your Converſion Account, and inſert the total in one line; and in caſe it ſhould have happened that the Storekeeper might have applied to you for any Cooperage Stores, to be ſupplied to His Majeſty's Ships or other Victualling Eſtabliſhments as before-mentioned, you are to deduct the amount of the Stores ſo returned in the courſe of the quarter, from the total quantity of the Materials with which you became charged as above-mentioned, that the remainder may ſhew the exact quantity of Stores for which you ſhall then yourſelf be accountable; underneath which, you are to inſert in one line, at the bottom of the Account, the exact quantity of raw Materials, old Materials, converted Scantlings, and Caſks made from new and old Materials, which, by the Survey taken by the three Clerks at the end of the quarter as before deſcribed, ſhall have been found to remain in your charge; you are then to deduct the quantity of new and old Materials remaining from the quantity for which you are accountable, that the reſult may ſhew the exact quantity conſumed in converſion in the courſe of the quarter.

From the quantity of Scantlings which remained at the commencement of the quarter, and the quantity produced by the converſion of new Staves in the courſe thereof, added together as aforeſaid, you are to ſubſtract, as before deſcribed, the quantity found to remain at the end of the quarter, by which means the exact number of each deſcription of Scantlings worked up into Caſks and other articles, in the courſe of the quarter, will appear.

Having

Having caſt up in the Converſion Account, as before-mentioned, the total quantity of Caſks of each ſpecies, made from new and old Materials which were delivered into the charge of the Storekeeper in the courſe of the quarter, you are to add thereto the total number of each ſort of Caſks which may have been found, by the Survey before-mentioned, to remain in your charge at the time of making up the Account; and this will ſhew the total quantity of Caſks which have come into your charge in the courſe of the quarter.

You are then to deduct from this total the quantity of Caſks which remained in your charge at the expiration of the laſt quarter, as the ſame ſhall appear in the Inventory then taken; and the remainder will be the exact number of Caſks of each deſcription, as well thoſe compoſed of new as thoſe compoſed of old Materials, which have been manufactured in the courſe of the quarter. In the ſame manner, you are to ſpecify the quantity of Offal delivered into Store, the quantity remaining in your charge, and ſo to diſtinguiſh the quantity produced in the courſe of the quarter.

26.]—With a view to aſcertain that due economy has been obſerved in the converſion of raw Staves into Scantlings, and alſo in the working up of the Scantlings into Caſks, we think it right to apprize you that we ſhall compare your Account of Converſions with thoſe of the Maſter Coopers of the other Yards; and if, upon that compariſon, it ſhall appear that due attention has not been paid to the preſervation, as well as to economy in the converſion of the Staves entruſted to your care, we ſhall not fail to call upon you to ſtate to us what appears to you to be the cauſe of ſuch waſteful converſions, and, if your explanation ſhall not prove ſatisfactory, we ſhall take ſuch further meaſures thereupon as the caſe may ſeem to require.

27.]—The Quarterly Converſion Account, after being completed as before deſcribed and ſigned by you, is to be ſent to the Storekeeper's Office, in order to aſſiſt him in the formation of his Quarterly Account.

From thence it will be forwarded to the Clerk of the Check, who is moſt carefully to examine the ſame by his Daily Receipt Books, and by his Accounts of Sawyers' and Coopers' Earnings; and having, as far as poſſible, aſcertained the Account to be correct, he will atteſt the ſame, and forward it to the Agent's Office.

The Agent, after examining the ſame, and calling for any other Documents which he may think neceſſary, to ſatisfy himſelf of its accuracy, will retain the ſaid Account in his Office, till the Storekeeper's Accounts come before him, that he may ſee whether this Officer has faithfully accounted for all the new and old Cooperage Stores received by him, as well as charged himſelf with ſuch manufactured articles as are ſtated to have been delivered to him by you.

28.]—You are to keep a Book, in the annexed form, for taking an Account of the Sawyers' Earnings, one page of which is to be allotted for containing the labour of every two Sawyers who work together; and you are, in conjunction with the Clerk of the Check, three times a week, or oftener if the Service ſhould require it, to examine moſt carefully the quantity of Work performed by every two Sawyers, as aforeſaid, which is to be placed together for that purpoſe; and, having entered the exact quantity in the proper page of the ſaid Book, deſcribing the various kinds of Scantlings into which they may have ſawn the Timber, you are to ſee the ſame piled away, and take ſuch precautions as may be neceſſary to prevent any impoſition which might be attempted, to bring forward the ſame Work on a future day. You are then to abſtract, on a ſeparate paper, the Work performed by all the Sawyers, and, having thus aſcertained the total quantity of Scantlings produced, you are to inſert the ſame in your Quarterly Converſion Account, in the manner already deſcribed. Appendix, No. 106.

29.]—You are, in like manner, to keep a Book, in the annexed form, for taking an Account of the Work performed by the Coopers employed on Piece-work, allotting a ſeparate page for the Work of each Cooper during the quarter; and you are, in conjunction with the Clerk of the Check (who will be provided with a ſimilar Book) three times a week, or as much oftener as the Service may require, to go round the Cooperage, and carefully examine the Work performed by each Cooper, as aforeſaid, and enter the exact quantity and ſpecies thereof in the proper page and column of the ſaid Book, and diſtinguiſhing between what periods the Work produced may have been executed. Each Caſk which may be ſo taken account of is to be marked, in your preſence, with the Letter B on the Bung Stave, ſignifying its having been booked, in order to prevent any impoſition by its being again taken account of. Appendix, No. 105.

In taking the Account of Work performed by the Sawyers and Coopers, you will be aſſiſted by the Foremen under whoſe inſpection the Work may have been carried on; and, if any perſon ſhould be detected in making a falſe Statement of his Work, he is immediately to be reported to the Agent, that he may be diſcharged or mulcted, as the caſe may require.

30.]—At the end of the quarter you are to caſt up, in the Book of Sawyers' Earnings, the total quantity of Work performed by every two Sawyers, which you are to tranſcribe into an Account, in the ſame form as the ſaid Book, excepting that, oppoſite each entry of the quantity of Work, the names of the perſons by whom it was performed are to be prefixed; you are, in like manner, to form a total of the quantity of Piece-work performed, from time to time, in the courſe of the quarter, by each Cooper employed under you, which you are, in the ſame way, to tranſcribe into another Account, in the ſame form as the Book in which the Earnings of Block Coopers were entered. You are to caſt up the entries in theſe Accounts, reſpectively, ſo as to ſhew the whole Work performed by all the Sawyers and Coopers in the courſe of the quarter; and you are then to ſign and forward them directly to the Agent, for Appendix, No. 103. Appendix, No. 102.

being compared with the Accounts made up by the Clerk of the Check, and tranſmitted therewith to this Office.

31.]—Before any Caſks, Staves, Hoops, Offal, or any other deſcription of Cooperage Stores, ſhall be lotted for Sale, the Agent, Clerk of the Check, and Storekeeper are directed to ſurvey the condition thereof; you are alſo to aſſiſt at this Survey, and minutely and carefully inſpect the ſeveral Stores intended for Sale; obſerving that no article whatever is to be lotted for that purpoſe that can in any wiſe be worked up, or converted to advantage in the Eſtabliſhment. You are likewiſe to attend the Sales of all Cooperage Stores, ſo as to be ready to give any information which may be required.

32.]—You are to take care that the Coppers in the Seaſoning Houſe be properly ſcoured, as often as may be neceſſary; that the Coopers' Shops, and every part of the premiſes, be kept clean, and in good order; and that all the Utenſils, Tools, and other Implements, furniſhed by Government for the uſe of the Cooperage, be well taken care of by thoſe to whom they are ſupplied for carrying on the work, and that they be returned to you by the Workmen, when they ſhall be diſcharged, or have no longer occaſion for them. You are frequently to examine, and, from time to time, as occaſion may require, to repreſent to the Agent the ſtate of the above, and all other articles in your Department, in order that they may be kept in perfect repair, to prevent any hindrance in carrying on the buſineſs under your ſuperintendence; and, whenever you may be in want of any Stores of the above deſcription, you are to demand the ſame from the Storekeeper, by Note under your hand, producing, where practicable, the old or worn-out articles, in lieu of which the Supply may be required.

33.]—You are, once a week, or at ſuch other fixed periods as the Agent may appoint, to ſend ſome of the Labourers employed under you, at the hours appointed for iſſuing Coals and Candles, to fetch ſuch quantity of each of thoſe Stores, as you may judge neceſſary for the Services carrying on; and you are to be particularly attentive that due economy be conſtantly obſerved in the expenditure thereof.

34.]—In order to aſſiſt the Storekeeper in making up his Weekly Account, you are, every Saturday morning, to lay before him an Account, in the annexed form, which, beſides ſtating the number of each deſcription of Caſks made, raiſed, or repaired, by the ſeveral Coopers under your ſuperintendence, in the courſe of the week, is to ſhew the total quantity of each deſcription of Caſks, Staves, and Iron Hoops, remaining in your charge on the preceding evening; diſtinguiſhing the new Materials from the converted, and alſo from the old ſerviceable Stores, according to the beſt calculation which you may be able to form thereof, after comparing the quantity of Materials remaining laſt week with the quantity of Work performed, and ſetting off the proportion of Materials which, to the beſt of your judgment, might have been conſumed in ſuch quantity of Work; and when the remains, which have been thus eſtimated, ſhall have been incorporated by the Storekeeper with the quantity of Cooperage Stores which may be remaining in his charge, he will return you the Account, for being filled up for the next week in the ſame way.

Appendix, No. 23.

35.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard being aboliſhed, you, as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard; as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries, which may be purchaſed for the Service of Government, or in the purchaſe of any Proviſions, Stores, or other articles which may be ſold by Government, or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government. To this effect, and for the faithful diſcharge of Duty, you, and all the Officers and Clerks in the Yard, as well as the Inferior Officers, and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of their reſpective Salaries, which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon whatever belonging to the Yard, who may act contrary to theſe Regulations in any reſpect, ſhall be diſmiſſed from his ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Beſides the Bond, before-mentioned, for the general faithful diſcharge of Duty, you are to give Bond, in the annexed form, with two ſufficient Sureties to be approved by us, in the ſum of Five hundred Pounds, in order to enſure your rendering a due and faithful Account of the Stores and Materials with which you are entruſted.

Appendix, Nos. 1 & 2.

Appendix, No. 3.

36.]—The foregoing Inſtructions define your general Duty ſo far as is conſidered neceſſary, but, in the extenſive concerns of your Office, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given, you are therefore to obey, with the utmoſt attention, every Order which may be given to you by the Agent, taking care that, in like manner, all perſons employed under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted, to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities,

abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed for maintaining good order on the part of all deſcriptions of people employed; reporting to the Agent every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty, in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an Intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as may from time to time be given to you by the Agent; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention, to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Maſter Butchers of His Majeſty's Victualling Eſtabliſhments.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—YOU are, under the Orders of the Agent, to have the direction of all the Butchers, Randers, Meſſers, Salters, and Labourers, who ſhall, from time to time, be employed in the Slaughter-houſe and premiſes belonging thereto at the Eſtabliſhment to which you are appointed, and to ſuperintend all the buſineſs carried on therein; and you are to be conſtant in your attendance, not only during the working hours of the Yard, but at all other times, whether by day or by night, when you ſhall be required to attend, or when any of the people under your ſuperintendence ſhall be at work; and, if you ſhould at any time require leave of Abſence from your Duty, the Agent is, if the Service will admit thereof, authorized to grant you leave of Abſence, not exceeding four days; but any further time which you may require is to be obtained from this Board.

2.]—You are to have the charge of the Oxen and Hogs which may be ſent into the premiſes to be ſlaughtered, as well as of the Beef and Pork, Suet and Tongues, &c. which may be cutting up, curing, and packing therein, together with the Salt, and all other Stores, Utenſils, and Materials of every deſcription, neceſſary for carrying on the buſineſs under your management; and you are to be fully reſponſible for the due care and preſervation of all Stores, of whatſoever nature, which may come into your poſſeſſion, during the time they ſhall continue therein.

3.]—In order to facilitate and expedite the Services carrying on, you will be allowed to employ ſuch a number of Labourers, excluſively in the Cutting-houſe, as the Agent may judge ſufficient for the ordinary concerns thereof; and when, on account of any unuſual preſs of buſineſs, you may require additional aſſiſtance, you are to apply to the Agent for ſuch further number as the caſe may require; and you are particularly enjoined to inform him whenever you may not have full employment, during each day, or for any part of a day, for all the men under your direction, in order that he may allot them other work, or diſcharge them, as the caſe may require.

But, as it is neceſſary that the Storekeeper ſhould have the moſt deſerving men employed under him as Storehouſe Labourers, you are, when he may apply to you for that purpoſe, to give him every information in your power reſpecting the characters of the men employed under you, in order to enable him to make choice of the moſt ſober and truſt-worthy.

4.]—Every Rander, Meſſer, or Salter, who may be propoſed to be entered for His Majeſty's Service in the Victualling Yard, is to be carefully examined by you, and ſhall be required to produce teſtimonials of good conduct from his laſt employer; and if the perſon propoſed ſhall be found duly qualified, you are to make out a Note, in the annexed form, containing his name, place of nativity, age, and occupation. He ſhall then be ſent with the Note, attended by a Warder or ſome confidential perſon, to the Agent, who will, if upon examination he be ſatisfied of his fitneſs, direct the Clerk of the Check to enter him accordingly. Appendix, No. 15.

5.]—You are to keep a Liſt of the men employed in the Slaughter-houſe, and premiſes belonging thereto, that you may know when any are abſent; and you are without delay to allot them their ſeveral ſtations, and point out to them the work they are to perform; taking particular care that they do conſtantly attend, and ſtrictly perform their Duty; you are occaſionally to muſter them, at uncertain times, eſpecially when you ſhall ſuſpect that any of them ſhall have left their work, and report to the Agent and Clerk of the Check the names of all ſuch as ſhall be abſent from their Duty, in order that they may be checked of their pay, or diſcharged, as the caſe may require. You are, to the utmoſt of your power, to prevent them from loitering away their time, from committing waſte or embezzlement, and from behaving in any manner to the prejudice of the Public Service.

No perſon employed under you ſhall be allowed to paſs the Gate, during the working hours of the Yard, without a Note under your hand, in the annexed form, in which you are to ſpecify on what occaſion he is to be abſent, with the time required; and you are particularly to obſerve that no Workman, Labourer, or other perſon whatever belonging to the Yard, is to be privately employed for domeſtic purpoſes, either without doors or within, upon any pretence whatever. Appendix, No. 10.

6.]—You are to take particular care that all the buſineſs under your ſuperintendence be executed in a good and workmanlike manner, and with as much expedition and economy as the nature of the Service will poſſibly admit, obſerving that you will be reſponſible for the goodneſs of ſuch work, and for the conduct of all perſons employed under you; and, if any perſon ſhould abſent himſelf from his work, be idle, and inattentive to your Orders, or neglect to perform faithfully and diligently his Duty, you are forthwith to repreſent the ſame to the Agent, who, if ſatisfied of the impropriety of the man's conduct, will direct him to be diſcharged, or otherwiſe dealt with, according to circumſtances.

You are alſo to repreſent to the Agent when any of the men ſhall, from old age or other cauſe, be incapable of performing a day's work, that they may be ſuperannuated or diſcharged, as the caſe may require; and if any perſon employed under you ſhould receive a hurt in the performance of his Duty, which may render him incapable of further ſervice, you are immediately to make known the particulars of the accident to the Agent.

Being held reſponſible, as above ſtated, for the conduct of all perſons employed under you, on vacancies happening for Inferior Officers or perſons of truſt in your Department, you will be allowed to nominate perſons to fill ſuch vacancies to the Agent, who, on being ſatisfied of their fitneſs, ſhall propoſe them to us, and wait our directions thereon.

7.]—Whenever it may be neceſſary that the men ſhould work on a Sunday, or beyond the eſtabliſhed hours on any other day, in conſequence of the urgency of carrying into execution any Service which may be directed, you are to report the circumſtance to the Agent, that he may, if ſatisfied of the propriety thereof, give the requiſite Orders on the occaſion.

When the Service ſhall require any of the people under your ſuperintendence to work during the night, you are ſtrictly to enjoin them to be at their ſtations at ſuch time as you ſhall appoint; they are to continue at their work during ſuch part of the night as the Service may require, and you are, on ſuch occaſions, to be very particular in ſeeing the ſame properly performed.

8.]—You are, at all times, to take every poſſible precaution in your power to prevent Accident by Fire in any part of the premiſes; and you are to conſider it a moſt important part of your own Duty, which is on no account to be neglected, to inſpect with the utmoſt attention, immediately on the people leaving work, every place where they may have been employed, to ſee that no perſon remains therein, that no Fires or Lights are left burning, and that all is ſafe, when the doors and windows are to be ſecured, and the keys lodged in your own poſſeſſion till next morning.

9.]—In order to prevent the Workmen from being interrupted in their Duty, as well as to guard againſt embezzlement of the Public Stores, you are to take care that no perſon be admitted into the Slaughter-houſe and premiſes belonging thereto, except thoſe employed therein, and ſuch as may be concerned in the delivery of Stores, or in taking away the Offal diſpoſed of by contract or otherwiſe; and excepting alſo ſuch ſtrangers as ſhall have obtained the Agent's permiſſion to viſit the Yard, who on ſuch occaſions will be attended by a Warder; nor ſhall the Artificers, Workmen, or Labourers, belonging to one Department of the Yard, be allowed to go into the Storehouſes or Workſhops of another, except on Duty.

When the men leave off work, you are carefully to obſerve each of them as they paſs out of the premiſes, in order to prevent any article, even of the moſt trifling nature, belonging to Government, from being carried away, and in caſe any thing improper ſhould be found upon them, they are to be detained, and the circumſtance reported to the Agent.

10.]—When Oxen and Hogs ſhall be delivered, on contract or otherwiſe, for being ſlaughtered, you are to examine them on their legs with the utmoſt care and attention, in order to aſſiſt the Officers with your opinion reſpecting their weight and quality, and whether the ſame be good and fit for His Majeſty's Service, and in all reſpects anſwerable to the conditions of the Contract, provided they ſhall be ſo furniſhed; taking care to object to all ſuch Oxen and Hogs as ſhall not be ſufficiently fat and well fed, as well as to all ſuch as may, from over driving or other cauſe, die in the Ox-pound or Hog-pens. You are to ſee that all Oxen and Hogs, which may be received as above directed, be properly ſlaughtered and cleanly dreſſed; after which, you are, in conjunction with the Agent, Clerk of the Check, and Storekeeper, to inſpect the quality of the Meat, and object to all ſuch Beef and Pork as ſhall be bruiſed or meaſley, and not in a ſtate to be ſalted, ſo as to enſure its being well cured, perfectly ſweet, and fit for His Majeſty's Service; ſtating your reaſons for objecting to the ſame; you are alſo carefully to inſpect all Salt Beef and Pork which ſhall be delivered by contract or otherwiſe, in order to give your opinion to the Receiving Officers, if the ſame be properly cured, and of a quality in all reſpects anſwerable to contract.

11.]—You are to pay particular attention to the following method, with reſpect to the Oxen which may, from time to time, be ſlaughtered in the Eſtabliſhment, for being ſalted.

They are to hang in the Slaughter-houſe twenty-four hours, in order to give time for them to cool before they are cut up, when the four quarters of each are to be weighed, and an Account taken of the quantity thereof, by the reſpective Clerks of the Clerk of the Check and Storekeeper, and the marrow bones being taken out, as clear of meat as poſſible, and the legs and ſhins cut off at the joints, or proper place, for which ſixteen pounds in a hundred weight ſhall be allowed, the remainder of each hundred weight ſhall be conſidered to weigh ninety-ſix pounds, and be divided, in preſence of the two Clerks above-mentioned, into twelve pieces, in the moſt equitable manner poſſible, by cutting the prime pieces a little under

eight

eight pounds, thereby allowing the other pieces, agreeably to their coarſeneſs and quantity of bone, to be over that weight.

After all the Beef ſhall have been meſſed, and taken account of as aforeſaid, the whole quantity of kidney ſuet produced on the occaſion, with as much of the head of the caul as, according to circumſtances, may be requiſite, together with the legs, ſhins, marrow bones, and the ſmall pieces and ſcraps of meat, which may be unavoidably produced in the cutting up, are to be weighed, and the quantity taken account of in like manner.

The ſaid legs, ſhins, marrow bones, and ſcraps, are to be taken away by the Storekeeper as ſoon as poſſible, for being delivered to Contractors, or otherwiſe diſpoſed of.

12.]—The Beef, being cut up into meſs-pieces as before-mentioned, is to be rubbed with White Salt, mixed with a portion of Saltpetre, after the rate of one ounce to every hundred weight of Beef, and ſtowed into the Bins, with a proper quantity of Salt between the layers; in which ſtate it is to remain ſix days, care being taken, for the more effectually haſtening the cure thereof, that the Brine which runs from the Meat be thrown over it again, and repeated at leaſt twice a day, covering the whole each time with a freſh layer of Salt.

After the Beef ſhall have lain ſix days in this ſtate as above directed, you are to ſee it carefully packed into Barrels, or ſuch other deſcription of Caſks as may be directed, with a proportion of two pounds of Bay Salt for every piece of Beef, which is to be carefully diſtributed between the layers, which, from experience, has been found a proper proportion for curing the ſame.

You are to be particularly attentive to cauſe the quantity of Beef, intended for every Caſk, to be weighed before being packed, in order to enſure that not only the number of pieces, but the weight of the Beef, be the ſame in each Caſk of equal dimenſions.

You are to ſee that the ſeveral Caſks are properly headed up, and that the neceſſary marks for tracing the ſame, and aſcertaining the contents thereof, and the time when cured, be placed thereon. They are then to be properly ſtowed, each Pack or Killing ſeparate from another, and committed to the care of the Storekeeper.

13.]—The Hogs, ſlaughtered for the uſe of the Navy, are alſo to hang twenty-four hours; when they are to be weighed and cut up, in the preſence of the two Clerks before-mentioned, who are to take accounts thereof in the manner already deſcribed; and you are to obſerve that every two hundred weight of Pork are, in the ſame equitable manner as directed with reſpect to Beef, to be cut into fifty-five four-pound pieces, which is allowing two pounds in a hundred for waſte. The Pork is then to be well rubbed with White Salt, mixed with a proportion of Saltpetre, after the rate of two ounces to every hundred weight of Meat, which is then to be ſtowed into the Bins, and treated in the ſame manner as directed with reſpect to Beef, and afterwards weighed, and packed in the ſame deſcription of Caſks, (which are to have ſimilar diſtinguiſhing marks, for the purpoſes already mentioned) and delivered into the charge of the Storekeeper as aforeſaid.

14.]—Although it is the Duty of the Storekeeper and Maſter Cooper to ſee that all Caſks, delivered to you for packing Meat, be properly ſeaſoned, cleaned, or waſhed, yet you are to inſpect the ſame, and take care that Meat be never put into Caſks which are not perfectly clean, ſweet, and tight; and, after the Beef and Pork ſhall be packed, the Hoops are to be new driven, and the Caſks filled up with Pickle as often as may be neceſſary; and all the Brine which runs from the Meat, while in the Bins, ſhall, after being properly boiled and clarified, be firſt uſed in making the Pickle, which ſhall be ſo ſtrong as not to be capable of diſſolving any more Salt.

15.]—The Tongues of the Oxen are to be carefully cured, with a due proportion of Bay Salt and Saltpetre, and packed in Caſks, each containing not more than five dozen, and they are afterwards, from time to time, to be repacked in the moſt ſuitable Caſks, for being iſſued, when directed, to the Flag Officers and Captains of His Majeſty's Fleet, or diſpoſed of as may be otherwiſe directed.

You are to ſee that the Suet, which may be from time to time received, be properly picked, and lodged in the place appropriated for drying the ſame; and, when in a fit ſtate, it is to be packed in Barrels, each containing two hundred and forty pounds weight, or in Half-hogſheads, each containing one hundred and ſixty pounds weight; and you are to add thereto, a proportion of three gallons of White Salt for every hundred weight of Suet.

Every Caſk of Suet or Tongues is to have the neceſſary marks for tracing the ſame, in the manner already directed with reſpect to Beef and Pork, and it is then to be committed to the care of the Storekeeper.

16.]—You will be daily ſupplied by the Storekeeper with ſuch quantity of White Salt, Bay Salt, and Saltpetre, as you may think ſufficient for the buſineſs carrying on; but you will be anſwerable for the economical expenditure thereof; and if, at the end of the quarter, it ſhall appear, from the Accounts kept by the Clerk of the Check and Storekeeper, of the quantity of Salt iſſued to you, that there has been an extraordinary or improper expenditure thereof, you will be obliged to account particularly for the manner in which the ſame may have been diſpoſed of.

17.]—You are frequently to examine, and, from time to time, as occaſion may require, to repreſent to the Agent, the ſtate of all the Utenſils, Implements, and Neceſſaries in your charge, in order that they may be kept in perfect repair, to prevent any hindrance in carrying on the buſineſs under your ſuperintendence; cauſing the Pans for boiling Pickle to be well ſcoured as often as it may be neceſſary, and all the other Utenſils, as well as every part of the premiſes, to be kept perfectly clean and in good order; and, whenever you may be in want of any Stores of the above deſcription, you are to demand the ſame from the Storekeeper, by Note under your hand, producing, when practicable, the old or worn-out articles in lieu of which the ſupply may be required.

You are, once a week, or at ſuch other fixed periods as the Agent may appoint, to ſend ſome of the Labourers employed under you, at the hours appointed for iſſuing Coals and Candles, to fetch ſuch quantity of each of thoſe Stores as you may judge neceſſary for the Services carrying on; and you are to be particularly attentive that due economy be conſtantly obſerved in the expenditure thereof.

18.]—The practice of taking Gratuities, for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard being aboliſhed, you, as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries, which may be purchaſed for the Service of Government; or in the purchaſe of any Proviſions, Stores, or other articles, which may be ſold by Government; or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government. To this effect, and for the faithful diſcharge of Duty, you and all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of their reſpective Salaries; which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon whatever belonging to the Yard, who may act contrary to theſe Regulations, in any reſpect, ſhall be diſmiſſed from his Situation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Beſides the Bond, before mentioned, for the general faithful diſcharge of Duty, you are to give Bond, in the annexed form, with two ſufficient Sureties, to be approved by us, in the ſum of Five hundred Pounds, in order to inſure your rendering a due and faithful account of the Stores and Materials with which you are entruſted.

Appendix, Nos. 1 & 2.

Appendix, No. 3.

19.]—The foregoing Inſtructions define your General Duty, ſo far as is conſidered neceſſary; but, in the concerns of your Office, circumſtances muſt occur, for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey, with the utmoſt attention, every Order which may be given to you by the Agent; taking care that, in like manner, all perſons employed under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed for maintaining good order on the part of all deſcriptions of people employed, reporting to the Agent every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein; and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty, in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an Intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as may from time to time be given to you by the Agent; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention, to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Maſter Brewers of His Majeſty's Victualling Eſtabliſhments.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—YOU are, under the Orders of the Agent, to have the direction of all the Labourers, and other perſons employed in the Brewery, and premiſes thereto belonging, at the Eſtabliſhment to which you are appointed; and to ſuperintend all the buſineſs carried on therein; and you are to be conſtant in your attendance, not only during the working hours of the Yard, but at all other times, whether by day or by night, when you ſhall be required to attend, or when any of the people under your ſuperintendence ſhall be at work; and, if you ſhould at any time require leave of Abſence from your Duty, the Agent is, if the Service will admit thereof, authorized to grant you leave of Abſence, not exceeding four days; but any further time which you may require is to be obtained from this Board.

2.]—You are to have the charge of the Malt, Hops, and all other Stores, Utenſils, and Materials of every deſcription, which may be delivered to you, for carrying on the Manufactory under your management; and you are to be fully reſponſible for converting the ſame to the beſt poſſible advantage, according to the utmoſt of your ſkill and ability; and alſo for the due care and preſervation of all Stores, of whatſoever nature, which may come into your charge, as well in their raw as converted ſtate, keeping ſuch Accounts of the Receipt and Diſpoſal

Diſpoſal thereof as are hereinafter directed; and you are, at all times, to take particular care that the Caſks of Beer, and other articles, be ſtowed or placed ſo that the quantity of each deſcription remaining in your charge may at any time be aſcertained with the leaſt poſſible trouble.

3.]—In order to facilitate and expedite the Services carrying on, you will be allowed to employ ſuch a number of Labourers, excluſively in the Brewing premiſes, as the Agent may judge ſufficient for the ordinary concerns thereof; and when, on account of any unuſual preſs of buſineſs, you may require additional aſſiſtance, you are to apply to the Agent for ſuch further number as the caſe may require; and you are particularly enjoined to inform him, whenever you may not have full employment during each day, or for any part of a day, for all the men under your direction, in order that he may allot them other work, or diſcharge them, as the caſe may require. But, as it is neceſſary that the Storekeeper ſhould have the moſt deſerving men employed under him, as Storehouſe Labourers, you are, when he may apply to you for that purpoſe, to give him every information in your power, reſpecting the characters of the men employed under you, in order to enable him to make choice of the moſt ſober and truſt-worthy.

4.]—Every Malt Miller, Stoker, Tunman, or other perſon accuſtomed to the Brewing Buſineſs, who may be propoſed to be entered for His Majeſty's Service in the Victualling Yard, is to be carefully examined by you, and ſhall be required to produce teſtimonials of good conduct from his laſt employer; and, if the perſon propoſed ſhall be found duly qualified, you are to make out a Note, in the annexed form, containing his name, place of nativity, age, and occupation. Appendix, No. 5.

He ſhall then be ſent with the Note, attended by a Warder or ſome confidential perſon, to the Agent, who will, if upon examination he be ſatisfied of his fitneſs, direct the Clerk of the Check to enter him accordingly.

5.]—You are to keep a Liſt of the men employed in the Brewhouſe, and premiſes belonging thereto, that you may know when any are abſent; and you are frequently to muſter them, and particularly on their coming to work, when you are, without delay, to allot them their ſeveral ſtations, and point out to them the work they are to perform, ſupplying them with the neceſſary materials for carrying on their work, and taking particular care that they do conſtantly attend, and ſtrictly perform their Duty; you are occaſionally to muſter them at uncertain times, eſpecially when you ſhall ſuſpect that any of them ſhall have left their work, and report to the Agent and Clerk of the Check, the names of all ſuch as ſhall be abſent from their Duty, particularly ſuch as may, from their confidential ſituations, or nature of the Service upon which they may be employed, not at all times be required to attend the General Muſters, in order that they may be checked of their pay, or diſcharged, as the caſe may require. You are, to the utmoſt of your power, to prevent them from loitering away their time, from committing waſte or embezzlement, or from behaving in any manner to the prejudice of the Public Service.

No perſon employed under you ſhall be allowed to paſs the Gate, during the working hours, without a Note under your hand, in the annexed form, in which you are to ſpecify on what occaſion he is to be abſent, with the time required; and you are particularly to obſerve, that no Workman, Labourer, or other perſon whatever, belonging to the Yard, is to be privately employed for domeſtic purpoſes, either without doors or within, on any pretence whatever. Appendix, No. 10.

6.]—You are to obſerve, that one Miller only is to be allowed to each Mill, one Stoker to each Brewing Copper, and one Tunman to each Set of Tuns; and you are to take particular care that the Malt be well ground, and the Mill-ſtones dreſſed as often as it ſhall be neceſſary; that the Beer be properly brewed; and that all the buſineſs under your ſuperintendence be executed in a clean, good, and workmanlike manner, and with as much expedition and economy as the nature of the Service will poſſibly admit, obſerving, that you will be reſponſible for the goodneſs of ſuch work, and for the conduct of all perſons employed under you; and, if any perſon ſhould abſent himſelf from his work, be idle and inattentive to your Orders, or neglect to perform, faithfully and diligently, his Duty, you are forthwith to repreſent the ſame to the Agent, who, if ſatisfied of the impropriety of the man's conduct, will direct him to be diſcharged, or otherwiſe dealt with, according to circumſtances. You are alſo to repreſent to the Agent when any of the men ſhall, from old age or other cauſe, be incapable of performing a day's work, that they may be ſuperannuated or diſcharged, as the caſe may require; and, if any perſon employed under you ſhould receive a Hurt in the performance of his Duty, which may render him incapable of further ſervice, you are immediately to make known the particulars of the accident to the Agent.

Being held reſponſible, as above ſtated, for the conduct of all perſons employed under you, on vacancies happening for Inferior Officers, or perſons of truſt in your Department, you will be allowed to nominate perſons to fill ſuch vacancies to the Agent, who, on being ſatisfied of their fitneſs, ſhall propoſe them to us, and wait our directions thereon.

7.]—You are to obſerve, that the common Working Hours of the Victualling Yard, are from Six o'clock in the morning to Six in the evening, while the day-light will admit, and the Bell will ring at thoſe hours when the Workmen are to repair to or leave the Yard; and, by the Ringing of the Bell they are likewiſe to be governed, in coming to and leaving their Work, at all other ſeaſons of the year; the time allowed for breakfaſt is to be from eight o'clock to half paſt eight, but the Workmen are not to go out of the Yard on this occaſion. And, from the firſt of October to the thirty-firſt of March, both days included, they are to breakfaſt before they come into the Yard, which is to be early enough to admit of their being muſtered, and actually at their work, by ſeven o'clock every morning, excepting in the depth of winter, viz. from the ninth of November to the firſt of February, both days included,

during which time they are to be muſtered, and actually at work, by eight o'clock; and the Bell will be rung at proper times accordingly. Their allowance of time for dinner, throughout the year, is to be from twelve to one o'clock.

The above Regulations preſcribe the uſual or common working hours of the Yard; but, as the nature of the Services, upon which the people under you are employed, may require their attending before or after the uſual working hours of the Yard, or during meal times, but not make it neceſſary for them to work extra, or to attend upon the whole longer than the uſual working hours, they will, on your ſtating the particulars to the Agent, in ſuch manner and form as he ſhall direct, be permitted, as the caſe may be, either to go out to their meals as ſoon as the Service will permit, or to leave the Yard ſo much ſooner than the preſcribed hour in the evening of the ſame day (if they ſhall have come in earlier, or worked during meal times) and of the next day, or firſt convenient opportunity (if they were detained after working hours), as will make their attendance conformable to the number of hours preſcribed for the common day's work; you are therefore, when not working extra, to begin Brewing at ſuch an hour as will enable you to go through the buſineſs, and allow the Grains, &c. to be removed from the Brewhouſe, if poſſible, during the working hours; but, whenever it may be neceſſary that the men ſhould work on a Sunday, or extra hours on any other day, in conſequence of the urgency of carrying into execution any Service which may be directed, you are to report the circumſtance to the Agent, that he may be ſatisfied of the propriety thereof, and give the neceſſary Orders on the occaſion; and you are ſtrictly to enjoin all the Workmen to be at their ſtations at ſuch time in the morning as you ſhall judge neceſſary, and to continue at their work during the night, or ſuch part thereof as the Service may require.

8.]—You are, at all times, to take every precaution in your power to prevent Accidents by Fire, on any part of the premiſes; and you are to conſider it a moſt important part of your own Duty, which is on no account to be neglected to inſpect, with the utmoſt attention, immediately on the people leaving work, every place where they may have been employed, to ſee that no perſon remain therein, that no Fires or Lights are left burning except ſuch as ſhall abſolutely be neceſſary for carrying on, under your inſpection or that of the Foreman, any work during the night, and that all is ſafe, when the doors and windows are, as far as poſſible, to be ſecured, and the keys lodged in your own poſſeſſion till next morning.

9.]—In order to prevent the Workmen from being interrupted in their Duty, as well as to guard againſt embezzlement of the Public Stores, you are to take care that no perſon be admitted into the Brewhouſe, or premiſes belonging thereto, except thoſe employed therein, and ſuch as may be concerned in the delivery of Stores, or in taking away the Offal diſpoſed of by contract, or otherwiſe, and excepting alſo ſuch Strangers as ſhall have obtained the Agent's permiſſion to viſit the Yard, who, on ſuch occaſions, will be attended by a Warder; nor ſhall the Artificers, Workmen, or Labourers, belonging to one Department of the Yard, be allowed to go into the Storehouſes or Workſhops of another, except on Duty.

When the men leave off work, you are carefully to obſerve each of them as they paſs out of the premiſes, in order to prevent any article, even of the moſt trifling nature, belonging to Government, from being carried away; and, in caſe any thing improper ſhould be found upon them, they are to be detained, and the circumſtance reported to the Agent.

10.]—You are, in conjunction with the Agent, Clerk of the Check, and Storekeeper, to be particularly careful in examining the quality of the Malt, Hops, and Stores of every deſcription, delivered for the uſe of the Brewhouſe, and to give your opinion whether the ſame be in all reſpects good and fit for His Majeſty's Service, and anſwerable to the ſample and conditions of the Contract; and if it ſhould happen that any of the above Stores, though apparently unobjectionable, ſhould, while under converſion, be diſcovered to be of a quality inferior to what might have been ſtipulated for in the Contract, under which the ſame may have been furniſhed, you are, without fail, to make a Special Report thereof, in writing, to the Agent, for our information.

11.]—You are, from time to time, to receive from the Storekeeper ſuch proportion of Malt and Hops as ſhall be neceſſary for brewing and keeping up the Stock of Beer which he may think requiſite to be kept in Store, ready for being iſſued to His Majeſty's Ships; in brewing which, you are to allow for every Tun of Beer One Quarter of Malt, and from Eight to Twelve Pounds of Hops, according as their quality, the ſeaſon of the year, and ſtate of the weather may require; and you are to apply the water to the Malt of a proper heat, according to the colour of the Malt, which will depend upon the degree of drying it may have undergone, perſonally attending to the proceſs, in order to judge of the fermentation, and, by the gravity produced on the ſaccharometer for your future guidance, whether the Malt and Hops anſwer to the opinion you may have formed of them, and alſo how far you may have ſucceeded with reſpect to the degree of heat at which the water was applied. And you are to take care that the Stokers regulate the fires as prudently as poſſible, in order to prevent any unneceſſary expence by an improper conſumption of coals.

12.]—You will alſo receive from the Storekeeper a proper proportion of Caſks, of ſuch deſcription as will beſt ſuit the Ships and Veſſels likely to be ſupplied with the ſame; and you are to take care that the Beer be removed at a proper time from the Gyle Tun to the Caſks before-mentioned, which are to be filled up, from time to time, until the Beer ſhall be ſufficiently fermented, when it is to be delivered to the Storekeeper; but, notwithſtanding its being ſo delivered and conſidered in his charge, you are frequently to examine the ſtate thereof, and to inform him, for his guidance in iſſuing the ſame, what part of it you think ought to be firſt expended, with a view to prevent, as much as poſſible, any part from turning ſour, and becoming a loſs to the Crown; and, although it is the Duty of the Storekeeper and Maſter Cooper to ſee that all the Caſks, delivered to you for being filled with Beer, be properly

properly ſeaſoned, cleanſed, or waſhed, yet you are to inſpect the ſame, and take care that Beer is never put into Caſks which are not perfectly clean and fit for Service.

13.]—You are to keep a Book, in the form annexed, wherein you are daily to enter an Account of the ſeveral quantities, as well as of the ſpecies, of Malt and Hops which you may, from time to time, require from the Storekeeper, for carrying on the Service of the Brewery; and, when the converſion thereof may have been finiſhed, you are to inſert, oppoſite ſuch entry, an Account of the quantity of Beer, as well as the Yeaſt and Grains, produced therefrom. The Yeaſt and Grains will, daily, or at ſuch ſtated periods as may be moſt convenient, be taken away by the Storekeeper, for being ſold to Contractors, and the quantity thereof, as well as of the Beer delivered into his charge, duly taken account of by a Clerk from his Office, and another from that of the Clerk of the Check. Appendix, No. 33.

14.]—You are frequently to examine, and from time to time, as occaſion may require, to repreſent to the Agent the ſtate of the ſeveral Brewing Coppers, Tuns, Coolers, and other Brewing Utenſils, in order that they may be kept in repair, to prevent any waſte of the Wort or Beer by leakage. You are, in like manner, frequently to examine the ſtate of the Malt Mills and articles thereto belonging, cauſing the machinery to be cleaned and oiled from time to time, and kept in perfect repair. You are to take care that the Coppers, and all other Utenſils, be well ſcoured, waſhed, and cleaned as often as may be neceſſary, and that every part of the premiſes be kept perfectly clean and in good order; frequently examining the Pipes which convey the water to the Reſervoirs, and making timely application for all defects to be repaired, to prevent any diſappointment to the Public Service from the want of a ſufficient ſupply of water.

15.]—You are to ſee that all the Sacks, Bags, and other Utenſils, Implements, or Neceſſaries of every deſcription, which may be furniſhed by Government for carrying on the buſineſs of the Brewery, be well taken care of by thoſe to whom they are ſupplied for the above purpoſe, and that they be returned to you by the Workmen, when they ſhall be diſcharged, or have no longer occaſion for them; and, whenever you may be in want of any Stores of the above deſcription, you are to demand the ſame from the Storekeeper, by Note under your hand, producing, when practicable, the old or worn-out articles in lieu of which the ſupply may be required.

16.]—You are, once a week, or at ſuch other fixed periods as the Agent may appoint, to ſend ſome of the Labourers employed under you, at the hours appointed for iſſuing Coals and Candles, to fetch ſuch quantity of each of theſe Stores as you may judge neceſſary for the Services carrying on, and you are to be particularly attentive that due economy be conſtantly obſerved in the expenditure thereof.

17.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard being aboliſhed, you, as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries which may be purchaſed for the Service of Government, or in the purchaſe of any Proviſions, Stores, or other articles, which may be ſold by Government, or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government: To this effect, and for the faithful diſcharge of Duty, you, and all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of their reſpective Salaries; which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon belonging to the Yard, who may act contrary to theſe Regulations, in any reſpect, ſhall be diſmiſſed from his Situation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Appendix, Nos. 1 & 2.

Beſides the Bond, before-mentioned, for the general faithful diſcharge of Duty, you are to give Bond, in the annexed form, with two ſufficient Sureties, to be approved of by us, in the ſum of Five hundred Pounds, in order to enſure your rendering a due and faithful Account of the Stores and Materials with which you are entruſted. Appendix, No. 3.

18.]—The foregoing Inſtructions define your General Duty, ſo far as is conſidered neceſſary; but, in the extenſive concerns of your Office, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are, therefore, to obey with the utmoſt attention every Order which may be given to you by the Agent, taking care that, in like manner, all perſons under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted, to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed for maintaining good order on the part of all deſcriptions of people employed; reporting to the Agent every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty, in the execution of which, it is

expected that you ſet a good example, by ſhewing conſtantly an Intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as all ſuch as may, from time to time, be given to you by the Agent; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention, to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Maſter Millers and Granary Men of His Majeſty's Victualling Eſtabliſhments.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—YOU are, under the Orders of the Agent and Storekeeper, to have the charge of the Granary, as well as of the ſeveral Mills at the Eſtabliſhment to which you are appointed, and the direction of all the Millers, Paſtrymen, Labourers, and other perſons who ſhall from time to time be employed therein; and you are to ſuperintend all the buſineſs carried on in each of theſe Departments, being conſtant in your attendance, not only during the working hours of the Yard, but at all other times, whether by day or by night, when you ſhall be required to attend, or when any of the people under your ſuperintendence ſhall be at work; and, if you ſhould at any time require leave of Abſence from your Duty, the Agent is, if the Service will admit, authorized to grant you leave of Abſence, not exceeding four days; but any further time which you may require is to be obtained from this Board.

2.]—You are to have charge of all the Corn which may be received at the Granary or Mills, as well as of the Machinery, Utenſils, and Materials of every deſcription, neceſſary for carrying on the buſineſs under your management; and you are to be fully reſponſible for the due care and preſervation of all Stores, of whatſoever nature, which may come into your poſſeſſion, as well in their raw as converted ſtate, during the time they ſhall continue therein, keeping ſuch Accounts of the Receipt and Diſpoſal thereof as are hereinafter directed.

3.]—In order to facilitate and expedite the Services carrying on, you will be allowed to employ ſuch a number of Workmen and Labourers, excluſively in the Granary and Mills, as the Agent may judge ſufficient for the ordinary concerns thereof; and when, on account of any unuſual preſs of buſineſs, you may require additional aſſiſtance, you are to apply to the Agent for ſuch further number as the caſe may require; and you are particularly enjoined to inform him whenever you may not have full employment, during each day or for any part of a day, for all the men under your direction, in order that he may allot them other work, or diſcharge them, as the caſe may require.

But, as it is neceſſary that the Storekeeper ſhould have the moſt deſerving men employed under him, as Storehouſe Labourers, you are, when he may apply to you for that purpoſe, to give him every information in your power reſpecting the characters of the men employed under you, in order to enable him to make choice of the moſt ſober and truſt-worthy.

4.]—Every Miller, Paſtryman, or Workman in your Department, who may be propoſed to be entered for His Majeſty's Service in the Victualling Yard, is to be carefully examined by you, and ſhall be required to produce teſtimonials of his good conduct from his laſt employer; and, if the perſon propoſed ſhall be found duly qualified, you are to make out a Note, in the annexed form, containing his name, place of nativity, age, and occupation. Appendix, No. 5.

He ſhall then be ſent with the Note, attended by a Warder or ſome confidential perſon, to the Agent, who will, if upon examination he be ſatisfied of his fitneſs, direct the Clerk of the Check to enter him accordingly.

5.]—You are to keep a Liſt of the men employed in the Mills and Granary; and, in order that you may know when any are abſent, you are frequently to muſter them, and particularly on their coming to work, when you are, without delay, to allot them their ſeveral ſtations, and point out to them the work they are to perform, taking particular care that they do conſtantly attend, and ſtrictly perform their Duty; you are occaſionally to muſter them, at uncertain times, eſpecially when you ſhall ſuſpect that any of them ſhall have left their work, and report to the Agent and Clerk of the Check the names of all ſuch as ſhall be abſent from their Duty, in order that they may be checked of their pay, or diſcharged, as the caſe may require. You are, to the utmoſt of your power, to prevent them from loitering away their time, from committing waſte or embezzlement, and from behaving in any manner to the prejudice of the Public Service.

No perſon employed under you ſhall be allowed to go out of the Mill or Granary, during the working hours, without your expreſs permiſſion; and you are particularly to obſerve, that no Workman, Labourer, or other perſon whatever belonging to the Yard, is to be privately employed for domeſtic purpoſes, either without doors or within, upon any pretence whatever.

6.]—You are to take particular care that the Mills be kept in good order, and the Mill-ſtones dreſſed as often as it ſhall be neceſſary; that the Wheat be properly ground; that all the

the buſineſs under your ſuperintendence be executed in a good and workmanlike manner, and with as much expedition and economy as the nature of the Service will poſſibly admit; obſerving, that you will be reſponſible for the goodneſs of ſuch work, and for the conduct of all perſons employed under you; and, if any perſon ſhould abſent himſelf from his work, be idle and inattentive to your Orders, or neglect to perform faithfully and diligently his Duty, you are forthwith to repreſent the ſame to the Agent, who, if ſatisfied of the impropriety of the man's conduct, will direct him to be diſcharged, or otherwiſe dealt with, according to circumſtances.

You are alſo to repreſent to the Agent when any of the men ſhall, from old age or other cauſe, be incapable of performing a day's work, that they may be ſuperannuated or diſcharged, as the caſe may require; and, if any perſon employed under you ſhould receive a Hurt in the performance of his Duty, which may render him incapable of further ſervice, you are immediately to make known the particulars of the accident to the Agent.

Being held reſponſible, as above ſtated, for the conduct of all perſons employed under you, on vacancies happening for perſons of truſt in your Department, you will be allowed to nominate perſons to fill ſuch vacancies to the Agent, who, on being ſatisfied of their fitneſs, ſhall propoſe them to us, and wait our directions thereon.

7.]—Whenever it may be neceſſary that the men ſhould work on a Sunday, or beyond the eſtabliſhed hours on any other day, in conſequence of the urgency of carrying into execution any Service which may be directed, you are to report the circumſtance to the Agent, that he may be ſatisfied of the propriety thereof, and give the requiſite Orders on the occaſion.

When the working of the Mills ſhall depend upon the tide, or on an uncertain ſupply of water, or when the urgency of the Service ſhall require any of the people under your ſuperintendence to work during the night, you are ſtrictly to enjoin them to be at their ſtations at ſuch time as you ſhall appoint; they are to continue at their work during ſuch part of the night as the Service may require, and you are, on ſuch occaſions, to be very particular in ſeeing the ſame properly performed.

8.]—You are, at all times, to take every poſſible precaution in your power to prevent Accident by Fire in any part of the premiſes, and you are to conſider it a moſt important part of your own Duty, which is on no account to be neglected, to inſpect with the utmoſt attention, immediately on the people leaving work, every place where they may have been employed, to ſee that no perſon remain therein, that no Fires or Lights are left burning (except ſuch as ſhall be abſolutely neceſſary for carrying on, under you own inſpection or that of ſome other confidential perſon, any works during the night), and that all is ſafe, when the doors and windows are to be ſecured, and the keys lodged in your own poſſeſſion till next morning.

9.]—In order to prevent the Workmen from being interrupted in their Duty, as well as to guard againſt embezzlement of the Public Stores, you are to take care that no perſon be admitted into the Granary, Mills, or premiſes belonging thereto, except thoſe employed therein, and ſuch as may be concerned in the delivery of Stores, or in taking away the Offal diſpoſed of by contract, or otherwiſe; and excepting alſo ſuch Strangers as ſhall have obtained the Agent's permiſſion to viſit the premiſes, who are to be attended by a Warder; nor ſhall the Workmen or Labourers, belonging to one Department of the Eſtabliſhment, be allowed to go into the Storehouſes or Workſhops of another, except on Duty.

When the men leave off work you are carefully to ſearch each of them, as they paſs out of the premiſes, in order to prevent any article, even of the moſt trifling nature, belonging to Government, from being carried away, and, in caſe any thing improper ſhould be found upon them, they are to be detained, and the circumſtance reported to the Agent.

10.]—When Wheat ſhall be brought to the Granary, for being delivered on Contract, you are, in conjunction with the Agent, Clerk of the Check, and Storekeeper, to examine the quality thereof with the utmoſt care, in order to aſſiſt the Officers with your opinion whether the ſame be good and fit for His Majeſty's Service, and in all reſpects anſwerable to the conditions of the Contract; and you are to attend, with the Receiving Clerks, to take an Account of the quantity of Wheat received, and, when it ſhall have been duly examined and received, as before directed, you are to cauſe the ſame to be ſtarted into the Granaries, and to take care that it be turned and aired as often as it ſhall be neceſſary for its preſervation; and, ſhould it remain any conſiderable length of time in Store, it is to be ſcreened, if the ſame ſhall be found requiſite.

11.]—When, in the manner before deſcribed, the Wheat ſhall have been received from Contractors and depoſited in the Granary, under your charge, you are, from time to time, to cauſe the ſame to be ground into Biſcuit Stuff, and dried on the Kiln and ground for Store Flour, in ſuch proportions as the Storekeeper may, according to the urgency of the Service, think requiſite to direct.

You are to keep an Account, in the annexed form, of the ſeveral quantities of Corn which may be uſed, from time to time, for any of the above purpoſes, inſerting, in the proper columns of this Account, the dates and the exact quantity, in weight and meaſure, of the Wheat which may, on ſuch occaſions, be ſtarted into the Bins over the King's Mill, for being ground into Biſcuit Stuff. You are, in like manner, to inſert in the columns allotted for that purpoſe, the exact quantity, in weight and meaſure, of Wheat, which may be ſtarted upon the Floor over the Kiln, to be dried for Store Flour; and, previouſly to being rehoiſted and ſtarted into the Bins over the Mill, to be ground for that purpoſe, the ſame is to be again weighed, and the quantity which may then appear to have been loſt in drying is to be inſerted in the proper column of the above Account. Appendix, No. 24.

When, by reaſon of the urgency of the Service, it may be neceſſary to contract for the grinding of Corn at other Mills, you are to ſpecify, in the above Account, the name of the perſon contracting for the ſame, and the exact quantity, in weight and meaſure, which may have been delivered to him for that purpoſe; and you are to ſend a truſt-worthy perſon along with ſuch Corn, who is to remain at the Contractor's Mill, and conſtantly ſuperintend the proceſs of grinding and dreſſing the ſame, and he is to be particularly attentive to prevent any impoſition being attempted by changing the Corn. He is alſo to ſee that the ſame be conveyed back into the Storekeeper's charge, with the Bran ariſing in dreſſing the Meal.

Appendix, No. 25.

12.]—You are to keep an Account, in the annexed form, for entry of all the Corn which may be, from time to time, received into the Mill under your ſuperintendence, as well as of the Biſcuit Stuff, Flour, Middlings, and Bran, which may be delivered therefrom. In this Account you are to ſpecify the exact quantity, in weight and meaſure, of the Wheat which may, from time to time, be ſtarted into the Bins over the Mill, for being ground into Biſcuit Stuff, and, when the ſame ſhall have been properly ground, it is to remain at leaſt four days before it be dreſſed, in order that it may cool, and that the Bran may be more eaſily ſeparated from the Flour; and, if the Meal ſhould of neceſſity remain longer before it can be dreſſed, it is, to prevent its heating and becoming muſty, to be turned at leaſt twice a week, or oftener if required.

You are to cauſe the Meal to be dreſſed by the Paſtrymen, and others employed under you, through a machine or cloth of ſuch fineneſs as is at preſent in uſe, or as we may hereafter direct. You are then to forward the Biſcuit Stuff to the Bakehouſe, and take an exact Account, in the columns of the before-mentioned Account provided for that purpoſe, of the weight of the Biſcuit Stuff ſent on each day to the Bakehouſe, excluſive of Middlings ariſing in the dreſſing of Fine Flour, which may be mixed therewith as hereafter deſcribed. The Bran, ariſing in the dreſſing thereof, is to be ſeparately weighed and delivered over to the Storekeeper, for being ſold to Contractors, or otherwiſe diſpoſed of; and you are to enter, in the preſcribed columns of the ſaid Account, the exact quantity you may each day deliver to the Storekeeper as aforeſaid; and whenever the Bins over the Mills may be cleared of ſuch Corn, (which, if practicable, is to be done once a quarter, but at all events the quantity remaining is then to be aſcertained) you are then to deduct the weight of the Biſcuit Stuff and Bran produced from the weight of Corn received, and the loſs in grinding and dreſſing, thus aſcertained, is to be ſtated in the column of the above-mentioned Account provided for the purpoſe.

You are alſo to enter, in the proper columns of the ſaid Account, the exact quantity, both in weight and meaſure, of the kiln-dried Wheat which may be, from time to time, taken from the Kilns, for being manufactured into Store Flour, and when the ſame ſhall have been properly ground and have remained to cool, as before deſcribed, you are to cauſe it to be carefully dreſſed through a machine or cloth of ſuch texture as is now in uſe, or may be hereafter preſcribed. You are then to take an exact Account, in the proper columns of the laſt-mentioned Account, of the quantity of Fine Flour, Middlings, and Bran, ariſing in the dreſſing of the Meal; and, whenever opportunity offers, you are to ſet off the total weight thereof from the whole quantity of kiln-dried Wheat received for manufacture; and the loſs in grinding and dreſſing the ſame, being thus aſcertained, is to be inſerted in the columns of the before-mentioned Account allotted for that purpoſe. The Fine Flour and Bran are to be from time to time, as he ſhall apply for the ſame, delivered over to the Storekeeper; and his Clerk, and the Clerk of the Check's Clerk ſhall take an exact account of the quantity of each, in their reſpective Daily Receipt Books, which may on any occaſion be ſo delivered; but you are to cauſe the Middlings, ariſing in dreſſing the Fine Flour as aforeſaid, after being taken an account of, to be rehoiſted and ſtarted into the Bins over the Dreſſing Machines, and run down with the Biſcuit Meal, in order to be properly mixed therewith and ſent to the Bakehouſe.

13.]—In order to aſſiſt the Storekeeper in making up the Account of the Converſion of Wheat into Flour and Biſcuit, you are to lay before him the Accounts kept by you, as before directed, once a week, or whenever he ſhall apply for the ſame.

14.]—You are frequently to examine all the Machinery of the Mills, and cauſe the Gudgeons of the Axle-trees, and the Cogs of the different Wheels to be cleaned, and oiled or greaſed, as often as may be neceſſary; and you are from time to time, as occaſion may require, to repreſent to the Agent the ſtate of the ſaid Mills, Machinery, and Utenſils of every deſcription, as well as that of the Mill Ponds, Reſervoirs, and Water Streams, in order that they may be kept in repair, to prevent any hindrance in carrying on the buſineſs, for want of a ſufficient ſupply of water, or any other cauſe; and you are to take care that every part of the premiſes be kept perfectly clean and in good order.

15.]—You are to ſee that all the Sacks, Bags, and the Tools and other Implements, furniſhed by Government for carrying on the buſineſs of the Granary and Mills, be well taken care of by thoſe to whom they are ſupplied for the above purpoſe, and that they be returned to you by the Workmen, when they ſhall be diſcharged, or have no longer occaſion for them; and, whenever you may be in want of any Stores of the above deſcription, you are to demand the ſame from the Storekeeper, by Note under your hand, producing, when practicable, the old or worn-out articles in lieu of which the ſupply may be required.

16.]—You are, at ſuch fixed periods as the Agent may appoint, to receive from the Storekeeper ſuch quantities of Coals and Candles as may be judged neceſſary for the Services carrying on under your inſpection; and you are to be particularly attentive that due economy be conſtantly obſerved in the expenditure thereof.

17.]—The

17.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard being aboliſhed, you, as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward, for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries, which may be purchaſed for the Service of Government, or in the purchaſe of any Proviſions, Stores, or other articles which may be ſold by Government; or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government. To this effect, and for the faithful diſcharge of Duty, you, and all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of their reſpective Salaries; which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon whatever belonging to the Yard, who may act contrary to theſe Regulations, in any reſpect, ſhall be diſmiſſed from his Situation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Beſides the Bond, before-mentioned, for the general faithful diſcharge of Duty, you are to give Bond, in the annexed form, with two ſufficient Sureties, to be approved by us, in the ſum of Five hundred Pounds, in order to enſure your rendering a due and faithful Account of the Stores and Materials with which you are entruſted. Appendix, Nos. 1 & 2. Appendix, No. 3.

18.]—The foregoing Inſtructions define your General Duty, ſo far as is conſidered neceſſary; but, in the concerns of your Office, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are, therefore, to obey with the utmoſt attention every Order which may be given to you by the Agent, taking care that, in like manner, all perſons employed under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed for maintaining good order on the part of all deſcriptions of people employed; reporting to the Agent every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which, it is expected that you ſet a good example, by ſhewing conſtantly an Intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as may, from time to time, be given to you by the Agent; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Maſter Bakers of His Majeſty's Victualling Eſtabliſhments.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—YOU are, under the Orders of the Agent, to have the direction of all the Bakers, Labourers, and other perſons employed in the Bakehouſe, Bread Loft, and premiſes thereto belonging, at the Eſtabliſhment to which you are appointed; and to ſuperintend all the buſineſs carried on therein; and you are to be conſtant in your attendance, not only during the working hours of the Yard, but at all other times, whether by day or by night, when you ſhall be required to attend, or when any of the people under your ſuperintendence ſhall be at work; and, if you ſhould at any time require leave of Abſence from your Duty, the Agent is, if the Service will admit thereof, authorized to grant you leave of Abſence, not exceeding four days; but any further time which you may require is to be obtained from this Board.

2.]—You are to have charge of the Stores and Materials of every deſcription which may be requiſite for carrying on the Manufactory under your management, and you are to be fully reſponſible for converting the ſame to the beſt poſſible advantage, according to the utmoſt of your ſkill and ability, and alſo for the due care and preſervation of all Stores, of whatſoever nature, which may come into your charge, as well in their raw as converted ſtate, keeping ſuch Accounts of the Receipt and Diſpoſal thereof as are hereinafter directed; and you are, at all times, to take particular care that the Bread, Flour, and other articles, be ſtowed or placed ſo that the quantity of each deſcription remaining in your charge may at any time be aſcertained with the leaſt poſſible trouble.

3.]—In order to facilitate and expedite the Services carrying on, you will be allowed to employ ſuch a number of Labourers, excluſively in the Bakehouſe, as the Agent may judge ſufficient for the ordinary concerns thereof; and when, on account of any unuſual preſs of buſineſs, you may require additional aſſiſtance, you are to apply to the Agent for ſuch further number as the caſe may require; and you are particularly enjoined to inform him, whenever you may not have full employment during each day, or for any part of a day, for all the men under your direction, in order that he may allot them other work, or diſcharge them, as the caſe may require. But, as it is neceſſary that the Storekeeper ſhould have the moſt deſerving men employed under him, as Storehouſe Labourers, you are, when he may apply to you for that purpoſe, to give him every information in your power reſpecting the characters of the men employed under you, in order to enable him to make choice of the moſt ſober and truſt-worthy.

4.]—Every Baker, who may be propoſed to be entered for His Majeſty's Service in the Victualling Yard, is to be carefully examined by you, and ſhall be required to produce his indenture and teſtimonials of good conduct from the perſon with whom he ſerved his apprenticeſhip; and, if the perſon propoſed ſhall be found duly qualified, you are to make out a Note, in the annexed form, containing his name, place of nativity, age, and occupation. Appendix, No. 5.

He ſhall then be ſent with the Note, attended by a Warder or ſome confidential perſon, to the Agent, who will, if upon examination he be ſatisfied of his fitneſs, direct the Clerk of the Check to enter him accordingly.

5.]—You are to keep a Liſt of the men employed in the Bakehouſe and premiſes belonging thereto, that you may know when any are abſent; and you are frequently to muſter them, and particularly on their coming to work, when you are, without delay, to allot them their ſeveral ſtations, and point out to them the work they are to perform, ſupplying them with Meal and other Materials for carrying on their work, and taking particular care that they do conſtantly attend, and ſtrictly perform their Duty; you are occaſionally to muſter them at uncertain times, eſpecially when you ſhall ſuſpect that any of them ſhall have left their work, and report to the Agent and Clerk of the Check the names of all ſuch as ſhall be abſent from their Duty, in order that they may be checked of their pay or diſcharged, as the caſe may require. You are, to the utmoſt of your power, to prevent them from loitering away their time, from committing waſte or embezzlement, or from behaving in any manner to the prejudice of the Public Service.

No perſon employed under you ſhall be allowed to paſs the Gate, during the working hours, without a Note under your hand, in the annexed form, in which you are to ſpecify on what occaſion he is to be abſent, with the time required; and you are particularly to obſerve, that no Workman, Labourer, or other perſon whatever belonging to the Yard, is to be privately employed for domeſtic purpoſes, either without doors or within, upon any pretence whatever. Appendix, No. 10.

6.]—You are to obſerve that one Furner, one Mate, one Driver, one Brakeman, and one Idleman, are to be employed at each Oven; and, as the nature of their buſineſs makes it neceſſary that they ſhould be cleanly in their perſons, you are to require them to be ſo; and to take particular care that the dough be properly mixed, well kneaded or braked, and that none be left in the kneading troughs in the evening, after the laſt ſuite of Biſcuit is made, in order to avoid any loſs to the Public from its becoming ſour. You are alſo to take care that the Biſcuits be made thin, properly baked, and of ſuch a ſize as not to be leſs than five to a pound; that the Ovens be well filled, ſo that each ſuite, when drawn therefrom, ſhall weigh at leaſt a hundred pounds; you are to be very particular in examining their work, taking care that all the buſineſs under your ſuperintendence be executed in a clean, good, and workmanlike manner, and with as much expedition and economy as the nature of the Service will poſſibly admit; obſerving, that you will be reſponſible for the goodneſs of ſuch work, and for the conduct of all perſons employed under you; and, if any perſon ſhould abſent himſelf from his work, be idle, and inattentive to your Orders, or neglect to perform faithfully and diligently his Duty, you are forthwith to repreſent the ſame to the Agent, who, if ſatisfied of the impropriety of the man's conduct, will direct him to be diſcharged, or otherwiſe dealt with, according to circumſtances. You are alſo to repreſent to the Agent when any of the men ſhall, from old age or other cauſe, be incapable of performing a day's work, that they may be ſuperannuated or diſcharged, as the caſe may require; and, if any perſon employed under you ſhould receive a Hurt in the performance of his Duty, which may render him incapable of further ſervice, you are immediately to make known the particulars of the accident to the Agent.

Being held reſponſible, as above ſtated, for the conduct of all perſons employed under you, on vacancies happening for Inferior Officers, or perſons of truſt in your Department, you will be allowed to nominate perſons to fill ſuch vacancies to the Agent, who, on being ſatisfied of their fitneſs, ſhall propoſe them to us, and wait our directions thereon.

7.]—You are to obſerve, that the common Working Hours of the Victualling Yard, are from Six o'clock in the Morning to Six in the Evening, while the day-light will admit, and the Bell will ring at thoſe hours when the Workmen are to repair to or leave the Yard; and, by the Ringing of the Bell they are likewiſe to be governed, in coming to and leaving their work, at all other ſeaſons of the year; the time allowed for breakfaſt is to be from eight o'clock to half paſt eight, but the Workmen are not to go out of the Yard on this occaſion: and, from the firſt of October to the thirty-firſt of March, both days included, they are to breakfaſt before they come into the Yard, which is to be early enough to admit of their being muſtered, and actually at their work, by ſeven o'clock every morning, excepting in the depth of winter, viz. from the ninth of November to the firſt of February, both days included, during

which

which time they ſhall be muſtered, and actually at work, by eight o'clock, and the Bell will be rung at proper times accordingly. Their allowance of time for dinner, throughout the year, ſhall be from twelve to one o'clock.

The above Regulations preſcribe the uſual or common working hours of the Yard; but, as the nature of the Services upon which the Bakers are employed may require their attending before the uſual working hours of the Yard, or during meal times, but not make it neceſſary for them to work extra, or to attend, upon the whole, longer in the courſe of the day than the uſual working hours, they will, as the Agent may ſee proper, be permitted to go out to their meals at ſome other convenient time, or leave the Yard ſo much ſooner than the preſcribed hour in the evening, as will make their attendance in the courſe of the day conformable to the number of hours preſcribed for the common day's work.

You are to obſerve, that Twelve Suites are to be conſidered a common day's work; and you are not to ſuffer more Bread to be daily baked at one Oven, without direction from the Agent; but, whenever it may be neceſſary that the men ſhould work on a Sunday, or extra hours on any other day, in conſequence of the urgency of carrying into execution any Service which may be directed, you are to report the circumſtance to the Agent, that he may, if ſatisfied of the propriety thereof, give the requiſite Orders on the occaſion.

8.]—You are, at all times, to take every precaution in your power to prevent Accidents by Fire, in any part of the premiſes; and you are to conſider it a moſt important part of your own Duty, which is on no account to be neglected, to inſpect with the utmoſt attention, immediately on the people leaving work, every place where they may have been employed, to ſee that no perſon remain therein, that no Fires or Lights are left burning, that the Bakehouſe be ſwept out, and no looſe wood or bavins left therein, and that all is ſafe, when the doors and windows are to be ſecured, and the keys lodged in your own poſſeſſion till next morning.

9.]—In order to prevent the Workmen from being interrupted in their Duty, as well as to guard againſt embezzlement of the Public Stores, you are to take care that no perſon be admitted into the Bakehouſe, Drying Loft, or premiſes belonging thereto, except thoſe employed therein, and ſuch as may be concerned in the delivery of Stores, or in taking away the Embers or Small Coal, diſpoſed of by contract or otherwiſe, and excepting alſo ſuch Strangers as ſhall have obtained the Agent's permiſſion to viſit the Yard, who, on ſuch occaſions, will be attended by a Warder. Nor ſhall the Artificers, Workmen, or Labourers, belonging to one Department of the Yard, be allowed to go into the Storehouſes or Workſhops of another, except on Duty.

When the men leave off work you are carefully to ſearch each of them, as they paſs out of the premiſes, in order to prevent any article, even of the moſt trifling nature, belonging to Government, from being carried away, and in caſe any thing improper ſhould be found upon them, they are to be detained, and the circumſtance reported to the Agent.

10.]—Whenever any Meal or Flour ſhall have been delivered in by Contractors, you are, in conjunction with the Agent, Clerk of the Check, and Storekeeper, to examine the quality thereof with the utmoſt care and attention, in order to aſſiſt them with your opinion whether the ſame be good and fit for His Majeſty's Service, and in all reſpects anſwerable to the ſample, and the conditions of the Contract or Agreement under which it may have been delivered.

Whenever any Flour may have been found unfit for Service, as ſuch, and may, in the opinion of the Principal Officers, be fit for being mixed with Biſcuit Stuff, you are to receive the ſame into your charge, and cauſe ſuch part thereof as you may think proper to be broken up, ſifted, and mixed with the Biſcuit Stuff accordingly, provided the ſame ſhall be found in all reſpects fit for that purpoſe.

You will daily receive from the Maſter Miller ſuch quantity of Biſcuit Stuff as may be, from time to time, manufactured at the Mills, together with the quantity of Middlings which may ariſe in dreſſing the Store Flour manufactured there, which he is directed to mix with the Biſcuit Stuff in due proportions; and you are to take the utmoſt care that all the Meal and Flour, of whatſoever kind, when received into the Paſtries, be frequently turned and aired, and that ſuch other meaſures be taken as ſhall be neceſſary for its preſervation while it remains in your charge.

11.]—You are to keep a Book, in the annexed form, in which you are to enter an exact Account of the quantities of Flour, Biſcuit Stuff, and Middlings, which may be received at the Bakehouſe; of the total quantity of Bread daily baked, as well as the quantity baked at each Oven, and the loſs in the proceſs of baking; and of the total quantity of Bread delivered over to the Storekeeper for being iſſued, with the loſs in drying the ſame; in order that you may be certain of the exact quantity ſo received, you are to be careful to cauſe every ſeparate portion of Flour or Biſcuit Stuff, when lodged at the Bakehouſe, from whatever quarter it may be received, to be weighed under your inſpection; and you are afterwards to diſtinguiſh, in the proper columns of the ſaid Book, whether the ſame has been received from the King's Mill, from Contractors, or from the Storekeeper. Appendix, No. 26.

You are to cauſe each Suite of Bread, when it ſhall have ſtood an hour and a half, after being taken out of the Oven, to be carried up to the Drying Lofts, and there weighed. The perſon entruſted with this Duty is to keep a Book, in the annexed form, having a column for each Oven, and he is, on weighing each Suite, to inſert the quantity thereof in the column allotted for the Oven at which the ſame ſhall have been baked, and the Bread is to be then ſtarted upon the Drying Floors. You are, at the end of the day, to form a total of the quantity thus weighed from each Oven, and, by theſe means, you are to inſert in the proper columns of the Book, kept by you as aforeſaid, the whole quantity of Appendix, No. 27.

Bread baked in the courſe of the day, as well as the number of Suites baked at each Oven.

12.]—After the Biſcuit ſhall have remained in the Drying Lofts a ſufficient time to render it fit for Service, you are to cauſe it to be put into Bags, each containing one hundred and twelve pounds, and returned into the Storekeeper's charge, on which occaſion a Clerk from his Office, and another from that of the Clerk of the Check, will attend to ſee each Bag weighed, and take an account of the quantity ſo delivered in their reſpective Daily Receipt Books; and you are alſo to inſert, in the columns provided for the purpoſe in the aforeſaid Book, the whole quantity of Bread committed to the care of the Storekeeper on any ſuch occaſion.

You are to take every opportunity, but at fartheſt once a quarter, to aſcertain the weight of Biſcuit Stuff and Flour remaining in your charge, which you are to deduct from the whole quantity received by you in the courſe of the quarter, or ſince the laſt Account of the remains might have been aſcertained, and the difference will be the quantity expended in converſion; you are then to ſet off from this the total quantity of Biſcuit baked, and enter the difference, which is the loſs in baking, in the column allotted for that purpoſe in the aforeſaid Book; you are, in the ſame manner, whenever the Drying Loft may have been cleared, to deduct the weight of the Bread delivered into the Storekeeper's charge ſince the laſt examination took place, from the total quantity ſtarted into the Drying Floors in the ſame period, and the difference, which is the loſs in drying, is in the ſame way to be inſerted in the proper column of the before-mentioned Book.

13.]—In order to aſſiſt the Storekeeper in making up the Account of the Converſion of Wheat into Flour and Biſcuit, you are to lay before him either of the Accounts kept by you, as before directed, once a week, or whenever he ſhall apply for the ſame. You are alſo, every Monday morning, to tranſcribe from your Book an Account, in the annexed form, ſhewing the number of Suites baked at each Oven in the courſe of the preceding week, which you are to deliver to the Clerk of the Check, to enable him to aſcertain the Subſiſtence Money due to each of the Bakers.

Appendix, No. 107.

14.]—You are frequently to examine, and from time to time, as occaſion may require, to repreſent to the Agent the ſtate of the ſeveral Ovens, in order that they may be kept in repair, to prevent any hindrance in carrying on the buſineſs under your ſuperintendence. You are to take care that the Kneading Troughs be well waſhed and cleaned, as often as may be neceſſary, and that every part of the premiſes be kept perfectly clean and in good order.

15.]—You are to ſee that all the Sacks, Bags, and the Moulding Boards, Brakes, and other Utenſils, or Implements, furniſhed by Government for carrying on the buſineſs of the Bakehouſe, be well taken care of by thoſe to whom they are ſupplied for the above purpoſe, and that they be returned to you by the Workmen, when they ſhall be diſcharged, or have no longer occaſion for them; and, whenever you may be in want of any Stores of the above deſcription, you are to demand the ſame from the Storekeeper, by Note under your hand, producing, when practicable, the old or worn-out articles in lieu of which the ſupply may be required.

16.]—You are, once a week, or at ſuch other fixed periods as the Agent may appoint, to ſend four of the Labourers employed under you, at the hours appointed for iſſuing Coals and Candles, to fetch ſuch quantity of each of theſe Stores as you may judge neceſſary for the Services carrying on; and you are to be particularly attentive that due economy be conſtantly obſerved in the expenditure thereof.

17.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard being aboliſhed, you, as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries which may be purchaſed for the Service of Government; or in the purchaſe of any Proviſions, Stores, or other articles which may be ſold by Government; or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government: To this effect, and for the faithful diſcharge of Duty, you, and all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of their reſpective Salaries; which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon belonging to the Yard, who may act contrary to theſe Regulations, in any reſpect, ſhall be diſmiſſed from his Situation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, Nos. 1 & 2.

Beſides the Bond, before-mentioned, for the general faithful diſcharge of Duty, you are to give Bond, in the annexed form, with two ſufficient Sureties, to be approved by us, in the ſum of Five hundred Pounds, in order to enſure your rendering a due and faithful Account of the Stores and Materials with which you are entruſted.

Appendix, No. 3.

18.]—The foregoing Inſtructions define your General Duty, ſo far as is conſidered neceſſary;

ſary; but, in the concerns of your Office, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are, therefore, to obey with the utmoſt attention every order which may be given to you by the Agent; taking care that, in like manner, all perſons employed under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted; you are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed for maintaining good order on the part of all deſcriptions of people employed; reporting to the Agent every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which, it is expected that you ſet a good example, by ſhewing conſtantly an Intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as all ſuch as may, from time to time, be given to you by the Agent; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention, to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Boatſwain of His Majeſty's Victualling Eſtabliſhment at Deptford.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—YOU are, under the Orders of the Agent and Storekeeper, to have the direction of the Stevadore, the Boatſwain's Mates, and all the Labourers employed on the Wharf, and in every other part of the Victualling Eſtabliſhment to which you are appointed, except ſuch Labourers as may, with the approbation of the Agent, be attached to the Storekeeper, and Maſters of Trades; and you are to ſuperintend the buſineſs of the Wharf Department, and all other Service executed by the Labourers under your inſpection, being conſtant in your attendance, not only during the working hours of the Yard, but at all other times, whether by day or by night, when you ſhall be required to attend, or when any of the people under your ſuperintendence ſhall be at work.

2.]—You are, every evening, or whenever required, to attend at the Storekeeper's Office, for the purpoſe of receiving his Inſtructions, with reſpect to the manner in which the Labourers under your direction are to be employed on the following day; and when they ſhall have been muſtered upon coming into the Yard, you are to be careful that no time be loſt in dividing them, in the moſt judicious manner, for carrying on the Service ordered to be taken in hand, and ſetting them to work under the immediate ſuperintendence of the Boatſwain's Mates, who ſhould, as far as poſſible, be provided with Liſts of the names of ſuch men as are to be employed under them reſpectively; and you are to take care that they pay unremitting attention to their Duty, in keeping their ſeveral gangs or parties diligently employed during the working hours of the Yard, and to ſee that they perform their work with expedition, and in a proper manner. They are occaſionally, at uncertain times, to muſter the men employed in the different gangs, particularly when they may ſuſpect any of them to have left their work, after having been muſtered by the Clerk of the Check on coming into the Yard, and whenever any are found to be abſent, their names are immediately to be reported to you, and by you to the Agent, Clerk of the Check, and Storekeeper, in order that they may be checked of their pay accordingly, and diſcharged, if thought neceſſary.

You are frequently to viſit the different parties where they may be employed, making your obſervations on the conduct of the Inferior Officers, in order to judge of their attention and honeſty in the performance of their reſpective Duties; and you are, from time to time, to point out to the Storekeeper ſuch of them, or of the Labourers, as may from age, infirmity, or other cauſe, be incapable of performing the work expected of perſons in their ſituations, in order that they may be reported to us for being ſuperannuated, or diſcharged, as the caſe may require.

3.]—You are to obſerve, that the common Working Hours of the Victualling Yard are from Six o'clock in the Morning to Six in the Evening, while the day-light will admit, and the Bell will ring at thoſe hours, when the Workmen are to repair to or leave the Yard; and, by the Ringing of the Bell they are likewiſe to be governed, in coming to or leaving their work, at all other ſeaſons of the year; the time allowed for breakfaſt is to be from eight o'clock to half paſt eight, but the Workmen are not to go out of the Yard on this occaſion; and from the firſt of October to the thirty-firſt of March, both days included, they are to breakfaſt before they come into the Yard, which is to be early enough to admit of their being muſtered, and actually at their work, by ſeven o'clock every morning, excepting in the depth of winter, viz. from the ninth of November to the firſt of February, both days included, during which time they are to be muſtered, and actually at work, by eight o'clock, and the Bell will be rung at proper times accordingly. Their allowance of time for dinner, throughout the year, is to be from twelve to one o'clock.

The above Regulations preſcribe the uſual or common working hours of the Yard; but, as the nature of the Services, upon which ſome of the people under your inſpection are

occaſionally employed, may require their attending before or after the uſual working hours of the Yard, or during meal times, but not make it neceſſary for them to work extra, or to attend upon the whole longer than the uſual working hours, they will, on your ſtating the particulars to the Storekeeper, for being repreſented to the Agent, in ſuch manner and form as he ſhall direct, be permitted, as the caſe may be, either to go out to their meals at ſome other convenient time, or to leave the Yard ſo much ſooner than the preſcribed hour in the evening of the ſame day (if they ſhall have come in earlier, or worked during meal times) and of the next day (if they were detained after working hours) as will make their attendance conformable to the number of hours preſcribed for the common day's work; but, whenever it may be neceſſary that the men ſhould work on a Sunday, or extra hours on any other day, in conſequence of the urgency of carrying into execution any Service which may be directed, you are to report the circumſtance to the Storekeeper, for the information of the Agent, who, if ſatisfied of the propriety thereof, will give the neceſſary Orders on the occaſion; and you are ſtrictly to enjoin all the Workmen to be at their ſtations at ſuch time in the morning as you ſhall judge neceſſary, and to continue at their work during the night, or ſuch part thereof as the Service may require.

4.]—You are to be very attentive when Proviſions and Victualling Stores are landing, to ſee that they are carefully and expeditiouſly hoiſted up by the Cranes, or otherwiſe taken out of the Veſſels, as the caſe may require, and that they be immediately houſed or ſtowed away, agreeably to the directions you may receive relative thereto; and, when Proviſions and Stores ſhall be rolled out or placed on the Wharf, and committed to your care by the Storekeeper for being ſhipped, the ſame attention is to be paid, and every poſſible diſpatch uſed in ſtriking them into or otherwiſe conveying them to the Veſſels, as well as in ſtowing them away; taking care that no Stowage be loſt in Veſſels engaged by the month, or any Proviſions or Stores injured by Veſſels, hired on freight, taking on board more than they can ſecurely ſtow away; you are, therefore, to be very attentive to the conduct of the Stevadore and other perſons employed on this Service, frequently viſiting the Veſſels during their loading, to ſee that this Duty be properly performed, and that Victualling Tranſports have no more room allowed them, as far as the ſame ſhall depend upon the Victualling Department, than what is abſolutely neceſſary for ſtowing the Proviſions and Stores required for their uſe during the Voyage.

You are to obſerve that none of the men belonging to the Yard are to be employed in ſtowing the cargoes of any Veſſels which may be hired for carrying Proviſions and Stores to an Out-port, as it is to be done by the people belonging to them; and you are to take care that no favour or partiality be ſhewn in the diſtribution of the different ſpecies of Proviſions or Stores on ſuch occaſions, but that they be put on board the ſeveral Veſſels according to the directions you may receive, in order to avoid giving any cauſe of diſcontent, by ſome carrying a more advantageous freight than others.

5.]—You are to take particular care that no Proviſions or Stores be damaged, by getting wet or otherwiſe, in conſequence of neglect in not ſpeedily ſtowing them away, or putting them under cover, being on all occaſions very attentive that, when any articles may unavoidably be left on the Wharf during the night, they be properly arranged, and ſheltered as much as circumſtances will permit; you are alſo to pay great attention to keeping every part of the premiſes clear and in good order, and not to ſuffer any of the Implements and Utenſils, required for that purpoſe, to be lying careleſsly about the Yard, improperly expoſed to injury or loſs.

6.]—The Storekeeper at Deptford being required to forward to this Board an Account of the daily progreſs made in Shipping the Proviſions and Stores ordered to be ſupplied, you are, when you attend at his Office in the evening, as before directed, to give him the neceſſary information reſpecting the progreſs made in loading the Veſſels which may be receiving Proviſions and Stores, and of the probable time it may take to complete their cargoes reſpectively; and, that you may be at all times enabled to give ſuch information on theſe ſubjects as the Storekeeper may require, you are to keep a Journal, in the form annexed, wherein you are daily to enter the names and preciſe time of arrival or departure of all Veſſels, Lighters, and other Craft, which may either come to or leave the Wharf with Stores of any deſcription, inſerting, in the column of remarks, any particulars reſpecting them, or occurrences which you may think neceſſary for the Storekeeper's information.

Appendix, No. 125.

7.]—You are, every evening, after the people leave off work, to go round to ſee that the Regulations reſpecting Fire and Lights be ſtrictly obſerved on board all Veſſels lying at the Wharfs; and you are to be reſponſible that none haul off without having been carefully ſearched, to prevent any article, however trifling, belonging to the Public, from being embezzled or improperly carried away; reporting to the Agent, without delay, all irregularities which you may diſcover. You are, in like manner, to take great care that no Veſſels, arriving with Stores, be admitted to the Wharf until you ſhall have received, from their reſpective Maſters, their Bills of Lading, and delivered the ſame to the Storekeeper, and until he ſhall have given you directions to admit them accordingly; cauſing ſuch Veſſels, in the mean time, to be made faſt to the Moorings, or to any other Veſſels which may be moored off the Yard.

8.]—Whenever you ſhall be directed to ſuperintend the ſupplying of Water to any of His Majeſty's Ships, you are to take particular care, in pumping it out of the River, that the Veſſels, with the empty Caſks, be placed at a proper diſtance from the Shore, and where the Water may be the cleareſt; that the men employed in filling it do not begin until the tide ſhall have ebbed two hours, and that they never fill any during the flood-tide; a Boatſwain's Mate,

Mate, or ſome confidential and truſt-worthy man, is always to be ſent to ſee this Duty carefully performed.

9.]—You are to enjoin the Maſters of all Veſſels, employed in carrying Proviſions and Victualling Stores to His Majeſty's Ships, to be very particular in getting Receipts from the reſpective Purſers for the ſame, which they are, immediately on their return, to deliver to the Storekeeper; and, if they ſhould fail in this neceſſary Duty, they will not be paid their freight. You are alſo frequently to remind the Maſters of Veſſels, or other perſons employed in the conveyance of Proviſions or other Stores, from any of His Majeſty's Ships, that they require from the reſpective Purſers, who may return any unſerviceable Proviſions, a Copy of the Report of Survey by which the ſame may have been condemned; and if, by reaſon of a Ship being about to be paid off, or other cauſe, any Proviſions ſhould be returned in a ſerviceable condition, that the ſaid Maſters, or other perſons, requeſt the reſpective Purſers to furniſh them with a Bill of Lading of each quantity ſo returned, for the information of the Storekeeper. The Maſters of all Veſſels, employed by this Office, are alſo to be told, and often reminded by you, that every poſſible care is to be taken of the Proviſions and Caſks put on board of their Veſſels, and that, if any are damaged by neglect and inattention on their part, they will be made accountable for the ſame.

10.]—You are to take charge of all the Cranes, Crane Ropes, Hoſes for filling Water Caſks, Pumps, Slings, Hooks, Flag Staffs, Flags, and other articles belonging thereto, and alſo of all other Implements and Utenſils required for the uſe of the Wharf, and for carrying on the work under your inſpection; you are to keep an Account of them in the manner the Storekeeper ſhall direct, and to ſee that they be well taken care of, preventing, to the utmoſt of your power, any waſteful expenditure or embezzlement of the ſame; obſerving, that you are to be accountable to the Storekeeper for all articles, which ſhall be ſo delivered into your care, for carrying on the works under your ſuperintendence.

11.]—You are to be very careful that the Cranes, Crane Ropes, Slings, &c. uſed in the Service of the Wharf, &c. be frequently inſpected, and kept in good condition, a Duty very eſſential for the ſecurity of the Proviſions and Stores, as well as for the ſafety of the men employed in loading and unloading the ſame; and, when any of the above articles ſhall be worn out, or become unſerviceable from any other cauſe, you are to require others in lieu from the Storekeeper, by a Note in the annexed form, approved by the Agent; taking care, alſo, that a ſufficient number of ſpare Crane Ropes, Slings, &c. be always in readineſs, to be uſed in lieu of ſuch as may no longer be ſerviceable. Appendix, No. 23.

12.]—You are to pay particular attention to the conduct of the Maſters and Crews of ſuch Hoys or other Veſſels, belonging to His Majeſty, as may be employed in the Victualling Eſtabliſhment, and alſo to the ſtate of their Maſts and Rigging, frequently inſpecting the ſame, to ſee if they be properly taken care of, and in all reſpects preſerved, as much as poſſible, from injury, and reporting to the Storekeeper every circumſtance in your power which can aſſiſt him in his Duty, in every thing which relates to the management of ſuch Veſſels, their Maſts, and Rigging; giving the like attention to the ſtate and condition of the ſeveral Boats, and their Sails, &c. belonging to the Victualling Yard.

13.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard, being aboliſhed, you, as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries, which may be purchaſed for the Service of Government; or in the purchaſe of any Proviſions, Stores, or other articles which may be ſold by Government; or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government: to this effect, and for the faithful diſcharge of Duty, you, and all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of their reſpective Salaries; which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon whatever belonging to the Yard, who may act contrary to theſe Regulations, in any reſpect, ſhall be diſmiſſed from his Situation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Appendix, Nos. 1 & 24.

14.]—The foregoing Inſtructions define your General Duty, ſo far as is conſidered neceſſary; but, in the concerns of your Office, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey, with the utmoſt attention, every Order which may be given to you by the Agent; taking care that, in like manner, all perſons employed under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed for maintaining good order on the part of all deſcriptions of people employed; reporting to us or the Agent, according to the nature of the caſe, as before directed, every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every

difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which, it is expected that you ſet a good example, by ſhewing conſtantly an Intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as may, from time to time, be given to you by the Agent; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention, to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Inſpector of Works and Repairs at the Victualling Premiſes in the River Thames.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—YOU are to have the care and inſpection of the Storehouſes, Workſhops, Wharfs, Jetties, Walls, Pavements, Cranes, and Buildings of every deſcription upon His Majeſty's Victualling Premiſes at Deptford, and at this Office, as well as, occaſionally, to viſit and inſpect any of His Majeſty's Victualling Eſtabliſhments at the Out-ports, and to ſuperintend any Works which may be carrying on there, agreeably to ſuch directions as you ſhall from time to time receive from us for that purpoſe. And, as the Premiſes at Deptford are the moſt extenſive, you are to make the apartments allotted for you there your conſtant Reſidence, in order that you may be at all times ready to execute the Duties of your Office at that and the other Eſtabliſhments in the river Thames, and to follow ſuch directions as you ſhall occaſionally receive from us, for any farther Service which we may require you to perform.

2.]—You are, when directed, to make Plans, Elevations, and Eſtimates of all Buildings, Repairs, and Alterations which may be propoſed to be undertaken; and, when any ſuch Works ſhall be carrying on at Deptford, or other Victualling Premiſes in the River, you are carefully to ſuperintend the ſame, being particularly attentive to inſpect the quality of the Materials, to prevent any unfit articles being uſed, as well as to ſee that the Works be performed in a ſubſtantial and proper manner, and in all reſpects agreeable to the conditions of the Contract or Agreement by which the ſame ſhall be executed; reporting, without delay, to this Board or to the Agent, as the caſe may relate to Deptford or other Victualling Premiſes, any abuſe which you may diſcover.

3.]—When Buildings or Repairs are carrying on, as before-mentioned, you are to keep an Account of the Materials expended, and of the Time which each deſcription of Workmen ſhall be employed thereon; and, when any Works ſhall be completed, you are to attend, with the proper Officers, to inſpect, ſurvey, and meaſure the ſame, and to give your opinion to thoſe Officers how far the ſeveral Contractors and Tradeſmen may have complied with their Agreement, in reſpect to the goodneſs of the Materials and Workmanſhip.

4.]—At the end of each quarter the Bills, delivered by the Contractors or Tradeſmen, for Materials furniſhed and Works performed for the Victualling Eſtabliſhment, are to be laid before you; and you are very carefully to examine and compare the ſame with your Account, for the purpoſe of aſcertaining whether the quantities of the different articles, ſtated to have been uſed, were actually expended as therein expreſſed, and alſo, whether the prices charged for ſuch Works and Materials, as well as for any other articles which may have been delivered for the uſe of the Public Service, in your line of Duty, were the regular and current prices at the time the ſame were performed or delivered; and, being ſatisfied in all reſpects as to the correctneſs of the ſaid Bills, you are to ſign a Certificate, in the form annexed, at the foot of each, and forward them to the Storekeeper, or to this Board, as the caſe may be.

Appendix, No. 97.

5.]—You are likewiſe to ſuperintend all the Paint-work, as well as the Whitewaſhing, &c. which may be performed; examining and keeping an Account of the Materials and Work, ſurveying and meaſuring it, inſpecting and certifying the Bills for the ſame, in the manner hereinbefore directed with reſpect to other Works; keeping alſo an Account of the Time when all Paint-work may be performed, in order to be able to repreſent to the Agent when the different Houſes and other Buildings come in turn to be re-painted; alſo obſerving that no Work of this kind is to be done without his directions.

6.]—For the General Preſervation of the before-mentioned Premiſes, great care is to be taken that every part of the Buildings, Walls, and Wharfs, be frequently examined by you, particularly after very high winds, and on the breaking up of froſt, that the Gutters, Trunks, and Pipes be cleanſed as often as may be required; that, after every conſiderable fall of ſnow, more eſpecially on Buildings having parapet walls to their roofs, the ſnow be cleared from the Gutters and Pipes as ſoon as poſſible; and that, in time of froſt, the uſual precautions be taken to prevent the Water Pipes from freezing; all defects are immediately to be repreſented to us, or to the Agent, as the caſe may be, in order that ſuch as may be of a nature to require it, may, to prevent farther injury, be made good without delay. The Fire Engines, Hoſes, Fire Buckets, &c. belonging to the Yard, are to be examined by you, at leaſt once a month, and a Report, in writing, of their ſtate and condition made to the Agent.

7.]—In the month of March, in each year, a general and minute Survey is to be taken of every part of the Buildings, Walls, Pavements, &c. belonging to all the Victualling Premiſes

Premiſes before-mentioned, and a Statement in writing made to this Board, or to the Agent, as the caſe may require, of their condition; ſpecifying ſuch Repairs and Painting as they may require; noting the cauſe from which ſuch Repairs or Paint-work have become neceſſary, with an Eſtimate of the expence of making good the ſame, which Statement is to be tranſmitted to us, in order that we may direct ſuch Repairs and Paint-work as we may judge neceſſary to be taken in hand, with a view to their being, if poſſible, completed during the ſummer; but not any Works or Repairs are to be undertaken without our directions, unleſs they ſhall be of ſuch a nature as will not admit of delay, and, in ſuch caſe the Agent, with reſpect to the Premiſes at Deptford, will give the neceſſary directions therein, and immediately repreſent the ſame to this Board.

8.]—All new Wood-work requiring to be painted, either within or without ſide of any Building, is to be painted three times in oil; and all Paint-work on the outſide of the Buildings, as well as Poſts, Rails, and Chains, are to be re-painted every two, three, or four years, with one, two, or three coats as the ſame ſhall be neceſſary for the preſervation thereof, according to the expoſure of the ſituation and the value of the Work.

The inſide Work of the Buildings in general are to be re-painted once in eight years, and to be allowed two coats in oil, if thought neceſſary; but, four rooms in the Houſe allotted for the reſidence of the Agent, and two rooms in the Houſes of other Officers, may, on application, be re-painted once in oil (clear cole and ſiniſh) at the intermediate term of four years between the times of general painting.

9.]—Great economy is to be obſerved in the uſe of Paint, and, when any ſmall repairs ſhall be neceſſary to the Wood-work of any Building, ſo much only of the Paint-work, as may be defaced by the repair, is to be repainted, except in Officer's Houſes.

None but common colours ſhall be allowed for any work whatever, excepting in the parlours, and firſt and ſecond floors of the principal Officer's Houſes, where dead white or any other colour of a moderate expence may be uſed.

No Stone-work, in or about any part of the Buildings, is to be painted; nor ſhall any Oil-painting be allowed on the inſide Wood-work, where lime whiting may be ſufficient for the preſervation and cleanlineſs thereof, except in the Officer's Houſes.

10.]—With a view to cleanlineſs and health, and for the accommodation of Officers to whom Houſes are allowed in the Eſtabliſhment, all places and furniture in their dwellings, liable to harbour vermin, may be lime whitened or waſhed with lime water annually, if required; and all Storehouſes, for dry Proviſions and Stores, are to be lime whitened twice a year, if circumſtances will admit, and where lime whiting is uſed for walls within ſide of Dwelling-houſes or Offices, a ſmall proportion of ochre or other colouring of equal cheapneſs may be mixed with the lime whitewaſh.

11.]—The beſt Newcaſtle Crown Glaſs, or Glaſs of equal goodneſs, ſhall be allowed for the two principal floors of Dwelling-houſes; and, for all other parts thereof (excepting Servants Apartments and Domeſtic Offices) the ſecond Newcaſtle Crown Glaſs, or Glaſs of equal goodneſs, ſhall be allowed; but, for Servants Apartments, Garrets, Kitchens, Domeſtic Offices in Dwelling houſes, and for all Storehouſes, Workſhops, Sheds, &c. Newcaſtle Green Glaſs, or Glaſs of equal goodneſs, ſhall be allowed; and the Glazing in general ſhall be repaired when found neceſſary.

12.]—In all new Houſes, or at the time of general re-painting in old ones, where the Wainſcoting may be materially decayed, Paper Hangings ſhall be allowed throughout, excepting for Servant's Rooms and Domeſtic Offices.

The periods for new Papering ſhall be the ſame, when found neceſſary, as for re-painting, namely, at the end of eight years, excepting that at the intermediate term, at which a certain number of Rooms in Officer's Houſes are allowed to be re-painted, the Paper Hanging of thoſe rooms may then be repaired, and new Borders allowed, if the old ones have ſuffered unavoidable injury.

The average prices to be allowed for Paper, including the expence of Hanging, ſhall be as follows:

For four rooms in the Houſe of the Agent, at the average rate of ten pence per yard for the Hangings, and eight pence for the Borders.

For two rooms in the Houſes of other Officers, at the average rate of nine pence a yard for the Hangings, and ſixpence a yard for the Borders.

And, for all other parts of the Houſes where Paper is allowed, it ſhall be at the average rate of ſixpence a yard for the Hangings, and two pence a yard for the Borders, but no additional expence ſhall be incurred for under paper.

13.]—On the entrance of each Officer into the Houſe allotted for his reſidence, he ſhall be required to ſign a Schedule of all the Fixtures contained therein, as well as of the Fixtures and other articles in his Office; to which Schedule any addition to the Fixtures is to be added; and, at the removal or death of ſuch Officer, he or his executor ſhall be required to deliver up, in proper order, the ſaid Fixtures and other articles, or to make good at his own expence any deficiencies.

In theſe Schedules there ſhall be noted, not only the larger articles of Fixtures, ſuch as Ciſterns, Coppers, Stoves, Preſſes, Shelves, &c. but alſo all ſuch ſmall articles as it is uſual to inſert in Agreements between Landlords and Tenants, ſuch as Locks, Finger-plates, Cloak-pins, Hooks, Rings, Faſtenings to Windows, and Keys to Locks.

When Fixtures ſhall be worn out by real uſe, they ſhall be inſpected and reported on by you, before new ones be furniſhed in lieu; and the renewal of ſuch articles ſhall, if poſſible, be poſtponed to the time of general re-painting.

14.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard being aboliſhed,

you as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries, which may be purchaſed for the Service of Government; or in the purchaſe of any Proviſions, Stores, or other articles which may be ſold by Government; or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government. To this effect, and for the faithful diſcharge of Duty, you, and all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of their reſpective Salaries; which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon whatever belonging to the Yard, who may act contrary to theſe Regulations, in any reſpect, ſhall be diſmiſſed from his Situation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, Nos. 1 & 2.

15.]—The foregoing Inſtructions define your General Duty ſo far as is conſidered neceſſary; but, in the concerns of your Office, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey, with the utmoſt attention, every Order which may be given to you by the Agent; taking care that, in like manner, all perſons employed under you do ſtrictly perform the Duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted to prevent the embezzlement of Public Property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are, or may hereafter be, eſtabliſhed for maintaining good order on the part of all deſcriptions of people employed, reporting to the Agent every inſtance of miſconduct or irregularity which you may diſcover in any perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your Duty; in the execution of which, it is expected that you ſet a good example, by ſhewing conſtantly an Intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as may, from time to time, be given to you by the Agent; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention, to expedite and promote the welfare of the Public Service to the utmoſt of your power.

INSTRUCTIONS

For the Porters at His Majeſty's Victualling Eſtabliſhments.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.]—YOU are to have charge of the Gate of the Victualling Yard, making the apartments allotted you your conſtant Reſidence, in order that you may at all times be ready to execute the Duties of your Station, to which you are to pay particular attention; and you are never to be abſent without leave from the Agent, who, if the Service will admit thereof, has authority to grant you, occaſionally, leave of Abſence, not exceeding four days; but any further time which you may require muſt be obtained from us.

2.]—All the Warders employed in the Yard are to be under your ſuperintendence, and you are to be anſwerable for their conduct, taking care that they be properly ſtationed, according to ſuch directions as you may receive on that head, and that they be attentive to their Duty, which conſiſts in ſtrictly executing all the Regulations for the ſecurity of the Yard, and in endeavouring, by every means in their power, to prevent the moſt trifling article, belonging to the Public, from being embezzled or deſtroyed; you are frequently to viſit their poſts, obſerving, that they are never to quit their ſtations until relieved by the Rounders and Watchmen, at the Setting of the Watch in the evening, and that they are to come to their Duty a quarter of an hour before Bell-ringing in the morning, in order to be muſtered, and to proceed to relieve the Rounders and Watchmen by the time the people come to work.

3.]—You are to continue in charge of the Gate until eight o'clock in the evening from the ninth of November to the firſt of February, both days included, and until nine o'clock during the reſt of the year; at which hours you are, according to the ſeaſon, to deliver the keys to the Officer of the Watch; and, from the Ringing of the Bell in the evening to the hours above ſpecified, the Rounders and Watchmen at the Gate are to be under your Orders, in the ſame manner as the Warders are when on Duty at the Gate. Previouſly to the appointed time for Ringing the Bell in the morning, you are to receive the keys from the Officer of the Watch, and you are to be conſtantly at the Gate, except at ſuch times as you may deem it neceſſary to viſit the Warders at the different parts of the Yard, taking care that the Gate Warders do conſtantly attend at the Gate, and vigilantly and carefully exe-

cute

cute the Orders they receive, obſerving, that the Gates are to be kept ſhut, as far as circumſtances will poſſibly admit; and you are, in making your viſits as above directed, occaſionally to walk round and inſpect the Yard Walls, in order to diſcover if there be any holes or contrivances of any kind, either for perſons paſſing or for the embezzlement of Stores, and, on diſcovering any ſuch, or any of the Workmen loitering their time away, or committing any impropriety whatever, you are immediately to make the ſame known to the Agent.

4.]—You are to cauſe the Yard Bell to be rung regularly, at ſuch times, according to the ſeaſon of the year, as the Agent ſhall direct, for the purpoſe of calling to their work all the Artificers and Workmen of every deſcription employed in the Yard, and alſo for their leaving off work and going out of the Yard at dinner time and in the evening, and you are to cauſe the Bell to be rung for the ſpace of ten minutes, at every time the people may be called to their work.

5.]—When the Workmen are coming into the Yard to work, you are to cauſe the Side Gate to be opened at the time the Bell ſhall begin to ring, and the people are to be allowed to paſs for the ſpace of half an hour from that time, after which the Gate is immediately to be ſhut; and you are not to ſuffer any Foreman, Artificer, or Workman of any deſcription, employed in the Yard, to enter, upon any pretence whatever, excepting ſuch as ſhall be employed by piece or taſk-work, and perſons who may have been employed during the night, and may have been allowed to go out of the Yard in the morning for refreſhment.

6.]—You and the Warders are to make yourſelves acquainted with the perſons of all the Artificers, and others, employed in or belonging to the Yard, in order that you may be able to prevent, as far as it may be practicable, any Stranger or improper perſon from entering, and to detect any ſuch as may attempt to enter or go out of the Yard without authority.

7.]—You are not, upon any conſideration or under any pretence whatever, to ſuffer any Artificer, Workman, Apprentice, or Labourer, employed by the day, to go out of the Yard during the working hours, without a Note addreſſed to you by the Clerk of the Check, or, in his abſence, by his chief Clerk, ſignifying that ſuch Artificer, Workman, or Labourer has leave ſo to do. All Notes which you may thus receive, in the courſe of each day, are to be delivered by you at the Agent's Office in the evening, immediately after the people ſhall have left the Yard; nor are you to ſuffer any Cooper, or other perſon employed by the piece or taſk work, to go out of the Yard during the working hours, but by a Note from the Maſter Tradeſman under whom he may be ſo employed, which Notes are alſo to be delivered to the Agent, as above directed.

8.]—When Proviſions or Stores are brought to the Gate in Waggons, Carts, or otherwiſe, for admittance, you are to cauſe the perſons, in whoſe charge the ſame may be, to produce to you a Bill of Parcels, or a Note in writing, of the ſpecies and quantity of the Stores, and the name or names of the perſon or perſons from whom they may be brought; and you are immediately to ſend every ſuch Bill of Parcels or Note, with the Stores, to the Storekeeper by the Warder, who is not, on any account, to leave ſuch Stores until they ſhall be taken charge of by the proper Officers for receiving them; and you are always to take particular care that all Waggons and other Carriages, conveying Stores into the Yard, be attended to and examined, as far as may be practicable without inconvenience to the Service.

9.]—You are not to allow any article of Proviſions, or Stores of any kind, to be carried out of the Yard without a Permit, under the hand of the Storekeeper, ſpecifying the nature and quantity of the articles which are to be allowed to paſs; and if, upon a view of the Packages, you ſhould have any ſuſpicion that their contents do not correſpond with the Permit, you are to examine them; and, in caſe you ſhould diſcover any fraud, you are to ſtop all the Packages, as well as the party attempting to carry them out, and report the circumſtance immediately to the Agent and the Storekeeper. You are alſo, regularly every morning, to deliver to the Agent all the Permits from the Storekeeper which you may have received, in the courſe of the preceding day, for the paſſing of Stores.

10.]—You are to be particularly careful that no Seaman or Marine, belonging to any of His Majeſty's Ships, who may be ſent to the Yard on any occaſion, be allowed, on any conſideration, to go out of the Gate, unleſs accompanied by an Officer of the Navy; and you are to uſe your beſt endeavours to prevent any ſuch Seamen or Marine from eſcaping out of the Yard in any other way.

11.]—You are not, on any account, to allow a Foreigner to enter the Yard, without the ſpecial authority of the Agent; nor are you to permit any other perſon, not actually belonging to the Yard, excepting Officers of His Majeſty's Ships in their uniform, to enter, but by the expreſs permiſſion of the Agent, or, in his abſence, of the Chief Officer of the Yard who may be preſent, or, under ſuch Regulations as the Agent may, from time to time, eſtabliſh on that ſubject; obſerving, however, that no perſon diſcharged from the Yard, for any miſdemeanor, is to be permitted to enter it upon any pretence whatever. All Strangers entering the Yard, whether upon buſineſs or otherwiſe, are to be attended by a Warder, who is to conduct them to the Office where they may have buſineſs, or to the Houſe of the Officer whom they deſire to viſit. Such Strangers as ſhall be admitted merely to ſee the Yard are to be conſtantly attended, in like manner, during the time they may remain there.

12.]—You are, with all the Gate Warders, conſtantly to attend at the Gate when the people go out of the Yard, in order carefully to ſearch them, for the purpoſe of preventing, to the utmoſt of your power, any article, however trifling, the property of Government, from being carried away; and, in caſe any thing improper ſhould be found upon any man, he is to be ſecured until the direction of the Agent can be obtained reſpecting him.

You are, in like manner, to cauſe the Rounders to ſearch all perſons paſſing the Gate, from the time they come on Duty there until the keys are delivered to the Officer of the Watch.

The Warders being directed to bring to you any Stranger whom they may diſcover lurking about the Yard, or not attended by an Officer or Warder, you are, upon any ſuch perſon being brought to you, to take him to the Agent, or, in his abſence, to one of the principal Officers of the Yard for examination.

13.]—You are to direct the ſeveral Warders to be careful not to allow any perſon whatever to enter or go out of the Yard, excepting at the Gate, or from ſuch landing places as may be appointed for that purpoſe; and to report to you, for the information of the Agent, every perſon who may be detected in attempting ſo to do.

14.]—You are not to ſuffer Spirituous Liquors to be brought into the Yard for ſale, upon any account whatever; nor any Porter or Beer for ſale, excepting ſuch as the Agent may authorize for the uſe of the Taphouſe; nor are you to permit any ſmuggled goods, of any kind, to paſs the Gate, either into or out of the Yard, upon any account or under any pretence whatever.

15.]—The practice of taking Gratuities for the nomination or admiſſion of perſons as Clerks, Inferior Officers, or Workmen, and of receiving Fees in the Victualling Yard, being aboliſhed, you, as well as every Officer, Clerk, and other perſon belonging thereto, are ſtrictly prohibited from demanding or receiving, either directly or indirectly, under any name, promiſe, or pretence whatever, any Perquiſite, Fee, Gratuity, or Reward for the nomination, admiſſion, or advancement of any perſon as a Clerk, or in any other capacity in the Yard, as well as from receiving, in any manner or ſhape whatever, any Perquiſite, Fee, Gratuity, or Reward from any Merchant, Contractor, Tradeſman, Workman, or other perſon having any buſineſs to tranſact, either as a Principal or as an Agent, at the Victualling Yard or at this Office. You, and all other perſons belonging to the Yard, are alſo ſtrictly prohibited from uſing or making any advantage of, or having, either directly or indirectly, any Intereſt or Concern whatever in any Proviſions, Stores, or Neceſſaries, which may be purchaſed for the Service of Government; or in the purchaſe of any Proviſions, Stores, or other articles which may be ſold by Government; or in any Veſſel, Boat, or Craft of any kind, which may be purchaſed, hired, or ſold by Government. To this effect, and for the faithful diſcharge of Duty, you, and all the Officers and Clerks in the Yard, as well as the Inferior Officers and Foremen of every deſcription belonging thereto, are to take and ſubſcribe an Oath, according to the annexed form, and to give Bond in three times the amount of your reſpective Salaries; which Affidavits and Bonds are to be tranſmitted to us by the Agent; and any Officer, or other perſon whatever belonging to the Yard, who may act contrary to theſe Regulations, in any reſpect, ſhall be diſmiſſed from his Situation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, Nos. 1 & 2.

16.]—Laſtly. What is contained in the foregoing Articles is conſidered as the General Outline only of your Duty; but, you are to pay the moſt particular attention to all Orders and Regulations that may, from time to time, be given or made by the Agent; and you are to conſider yourſelf reſponſible for the correct and faithful performance of the very important charge entruſted to you; reporting immediately to the Agent any neglect of Duty, miſconduct, or irregularity that you may diſcover in any of the Warders, Rounders, Watchmen, or any other perſon belonging to the Yard, whether ſuch impropriety be committed during the time the keys may be in your poſſeſſion or not, ſince it is your Duty, as Porter of the Gate, to endeavour, by every means in your power, at all times to be ſatisfied that all perſons, concerned in the charge of the Gate and the ſecurity of the Yard, ſhall diligently perform their reſpective Duties.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
Wm DOMETT, (L. S.)
AMBROSE SERLE, (L. S.)

Office of Naval Reviſion,
22d December 1807.

A Copy.

John T. Briggs,
Secretary.

THE

ELEVENTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs

of

HIS MAJESTY'S NAVY.

(Dated 22d December 1807.)

Ordered, by The Houſe of Commons, to be printed,
11*th April* 1809.

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THE

TWELFTH REPORT

OF THE

COMMISSIONERS

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To the KING's Most Excellent MAJESTY.

The TWELFTH REPORT of The COMMISSIONERS appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of HIS MAJESTY'S NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into Their particular Conſideration, all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE OF FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service, and to conſider and deviſe the beſt means of carrying them into execution in the moſt convenient and expeditious manner, and to report on all the Matters aforeſaid from time to time as They ſhall ſee occaſion.

VICTUALLING YARDS ABROAD.

OUR Eleventh Report contained Inſtructions and Regulations for the Officers of Your Majeſty's Victualling Eſtabliſhments at Home; and we have now to preſent to Your Majeſty, thoſe which we have prepared for the Agent Victuallers, charged with the conduct of the Victualling Department Abroad.

With reſpect to the exiſting inſtructions for the Agent Victuallers Abroad, we have only to repeat what we have had occaſion ſo often to ſay before, when ſpeaking of the Inſtructions committed to us to reviſe, that, being formed nearly a century ago, they are very ill ſuited to conduct the buſineſs at the preſent time; in ſhort, by far the greater part of them having become entirely obſolete, no Officer would be able to learn, from their peruſal, the duty required of him to perform.

In framing the propoſed Inſtructions for the Foreign Eſtabliſhments, we have endeavoured to aſſimilate them, as far as circumſtances will permit, to thoſe prepared for the Victualling Yards at Home, eſtabliſhing ſuch a ſyſtem of Accounts, and requiring ſuch Vouchers to be produced, as will, we truſt, prevent the recurrence of thoſe abuſes and irregularities, in taking up money, and purchaſing of proviſions for Your Majeſty's Ships on foreign ſtations, which the Commiſſioners of 1788 ſo forcibly animadvert upon.

In our Fifth Report, we ſtated our reaſons for placing the Victualling Departments Abroad under the general ſuperintendence of the Commiſſioner of the Navy, at thoſe places where a Commiſſioner reſides; we have, therefore, in framing the Inſtructions now propoſed, adapted them to thoſe contained in our Fifth Report, for the Commiſſioners of the Navy on foreign ſtations.

When it is conſidered that, Abroad, there are no Officers joined with the Agent Victualler, in conducting this very extenſive branch of the Naval Service, and that, at Home, the receipts and iſſues of Proviſions and Stores are taken account of, not only by the Storekeeper who is charged with them, but alſo by the Clerk of the Check, both of whom are under the ſuperintendence of an Agent or ſuperior Officer on the ſpot; whereas, Abroad, the Agent Victualler combines in his own perſon the duties of Storekeeper, Clerk of the Check and Agent, we think it will appear evident that the ſuperintendence and controul of the Commiſſioners of the Navy are obviouſly neceſſary, and cannot be diſpenſed with, without endangering the public intereſt.

This regulation, however, will become nugatory at the Cape of Good Hope and in the Eaſt Indies, unleſs, as recommended in our Fifth Report, Commiſſioners of the

Navy be appointed to reſide at thoſe places, where, for the reaſons given in that Report, the neceſſity of Officers of that deſcription appears to us to be greater than at any other place.

We have taken into conſideration the preſent Salaries of the Agent Victuallers, and their Clerks, at Gibraltar, Malta, and the Cape of Good Hope; and, though the Victualling Board has recommended a conſiderable augmentation in many caſes, yet we do not feel that it would be right to go to the extent recommended by them, conſiſtently with what we have thought it proper, for the reaſons given in our Fifth Report, to propoſe for the Officers in the Naval Yards Abroad.

We ſubjoin a ſtatement, ſhewing the preſent Salaries of the Agent Victuallers, and their Clerks, Abroad; thoſe propoſed by the Victualling Board, and thoſe which we recommend to be eſtabliſhed:

Place.	Deſcription of Officers and Clerks.	Preſent Salaries.	Salaries propoſed by the Victualling Board.	Salaries propoſed by the Board of Reviſion.
		£.	£.	£.
Gibraltar.	Agent Victualler - - -	600	800	600
	1ſt Clerk - - - -	240	350	250
	2d —— - - - -	120	180	120
	3d —— (if neceſſary) - -	100	120	120
Malta.	Agent Victualler - - -	400	700	500
	1ſt Clerk - - - -	90	300	220
	2d —— - - - -	75	150	120
	3d —— (if neceſſary) - -	60	100	100
Cape of Good Hope.	Agent Victualler - - -	600	700	600
	1ſt Clerk - - - -	240	300	240

As the principles of economy by which we have been guided, would not allow of our recommending ſuch Salaries as would enable the Officers, holding the appointments before-mentioned, to make ſufficient proviſion for their future ſupport, we recommend, in conformity with what we have propoſed in our Fifth Report, reſpecting the Officers in the Naval Yards Abroad, that, in order to compenſate for the danger and inconvenience of living in a foreign climate, the Officers and Chief Clerks of the Victualling Eſtabliſhments alſo, after a zealous and faithful diſcharge of their duty, for not leſs than five years, on a foreign ſtation, ſhould be conſidered eligible to fill vacancies as they occur in their reſpective lines of duty, in any of the eſtabliſhments in England; this proſpect of a permanent appointment in their own country would not fail, we conceive, to excite diligence and propriety in their conduct, and conſequently be attended with benefit to Your Majeſty's ſervice.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
WM DOMETT, (L. S.)
AMBROSE SERLE, (L. S.)

Office of Naval Reviſion,
22d December 1807.

A Copy.
John T. Briggs,
Secretary.

INSTRUCTIONS

INSTRUCTIONS FOR THE AGENTS OF HIS MAJESTY'S NAVAL VICTUALLING ESTABLISHMENTS ABROAD.

BY the Commiſſioners for Victualling His Majeſty's Navy.

1.

YOU are to be conſtant in your attendance at the Victualling Eſtabliſhment, to which you are appointed, in order that you may be at all times ready to execute the duties of your Office, and to comply with all ſuch directions as you may receive from the Commander in Chief of His Majeſty's Ships on the ſtation; and to furniſh all ſupplies of Proviſions and Victualling Stores, which may be regularly demanded for His Majeſty's Service.

2.]—The Commander in Chief of His Majeſty's Ships on the ſtation, is inveſted with full Authority over you and every other perſon belonging to the Eſtabliſhment. He is directed to take care that every one diſcharge the duties of his office with zeal, alacrity, and fidelity, and that he pay obedience to all Orders and Regulations iſſued by us or given by himſelf. To enſure which, he has the power, if he ſee juſt cauſe, of ſuſpending any Officer or Clerk, and not only of ſuſpending but of diſcharging any other perſon belonging to the Eſtabliſhment; the cauſe and circumſtances of which ſuſpenſion he is directed to report to the Lords Commiſſioners of the Admiralty and to this Board.

You are therefore on all occaſions to obey his directions relative to your public duty; and when, in any inſtance, the ſame ſhall happen to be contradictory to the following Inſtructions, or any other ſtanding Regulations which you may be under at the time, you are to repreſent the ſame to him in writing, and wait his further directions on the ſubject; and if he, nevertheleſs, ſhall think proper to perſiſt in the original Order he may have given, you are immediately to comply therewith, and to repreſent the circumſtances to us by the firſt opportunity.

3.]—The Reſident Commiſſioner of the Navy being alſo directed by his Inſtructions to ſuperintend at all times the Department with which you are entruſted, and to ſee that the whole buſineſs thereof be properly and economically conducted, he is therefore authorized to examine all your Accounts, to inſpect and compare the Bills and Receipts, with the charges made therein; to inveſtigate the validity of all Vouchers; the reſpectability of the Merchants and Tradeſmen who may atteſt them, and their competency to judge of the circumſtances to which ſuch vouchers relate; to ſatisfy himſelf that all Proviſions and other Articles which you may be directed to purchaſe be good in kind, and procured at the cheapeſt rate or current market price at the time; that the Workmen and other perſons employed, and the Boats and Craft hired, from time to time by you, are requiſite for the public ſervice, and that no works have been performed unneceſſarily; that all the money which you may have drawn for on us, has been procured on the beſt terms, and that Government has been allowed on all bills the full benefit of the exchange.

You are, therefore, to allow the Reſident Commiſſioner to have acceſs, at all times, to your Public Accounts, and to give him every information in your power relative thereto; and you are, as ſoon as poſſible (but at all events within a month) after the end of each quarter of a year, to deliver to him two complete ſets of your Caſh and Store Accounts for that quarter; annexing to one ſet all the vouchers relating thereto, *in original*, and to the other ſet of Accounts you are alſo to annex original vouchers, as far as you may have taken them in duplicate; but where this may not have been the caſe, you are to ſubſtitute copies, which you are to requeſt the Commiſſioner to compare with the correſponding original vouchers in the other ſet, that he may atteſt the ſame to be correct copies. The Commiſſioner, on being ſatisfied that no part of theſe documents is objectionable, is required to certify the ſame on the foot of the reſpective Accounts; but if, on the contrary, any improper charges, unſatisfactory vouchers, or irregularity whatever ſhould be diſcovered, he is to examine very ſtrictly into the caſe, and annex a full and circumſtantial ſtatement thereof to each ſet of the Accounts; one of which, with the vouchers in either caſe, he will tranſmit to us by the firſt opportunity, and ſend the other ſet of Accounts and Vouchers by the next conveyance afterwards.

4.]—When there ſhall be no Commiſſioner of the Navy on the ſpot, the Commander in Chief is to examine your before-mentioned Accounts, or cauſe them to be examined by ſuch Officers as he ſhall think proper, and to call for any explanation he may deſire; you are therefore regularly to deliver, at the periods mentioned in the preceding Article, your aforeſaid Accounts to the Commander in Chief, who will examine and atteſt them in the manner hereinbefore ſtated, or cauſe the ſame to be done by ſuch Officers as he may think proper to ſelect for that purpoſe, and he will diſpoſe of the ſeveral copies of the Accounts as before deſcribed.

But, in the event of your being unable to communicate with the Commander in Chief, and no Officer ſhould be directed to examine your ſaid Accounts, within twenty days after the time limited for making them up, you are to tranſmit them, although they may not have undergone the examination aforeſaid, ſtating thereon your reaſon for ſo doing.

5.]—You are to conſider yourſelf reſponſible for the conduct of the Clerks, and all other perſons employed under you, and for the true and faithful performance of all the duties attached to your office; you are, therefore, as much as poſſible, perſonally to attend to the buſineſs carrying on, giving, when more than one ſervice is in execution at the ſame time,

the preference to that which is of moſt importance; and you are to prevent, to the utmoſt of your power, all perſons under you from loitering away their time, from committing waſte, or embezzlement, and from behaving in any manner to the prejudice of the public ſervice; reporting, without delay, every inſtance of miſconduct of a ſerious nature to the Commander in Chief or ſenior Officer preſent, and taking ſuch ſteps yourſelf as may prevent a repetition of any that may be of leſs importance.

6.]—Neither you, nor any Clerk or other perſon belonging to the Eſtabliſhment, ſhall act as an Agent for any perſon or perſons, either directly or indirectly, in any ſhape or upon any pretence whatever; nor are you or any of your Clerks to be concerned, either directly or indirectly, in any mercantile or private buſineſs whatever, or to have any other occupation than the one you or they hold in the Victualling Eſtabliſhment: nor ſhall any perſon belonging thereto be ſuffered to keep a Houſe of public Entertainment, or to have intereſt in one.

7.]—You are to examine all perſons intended to be employed as Coopers or Labourers, or in any other capacity under you in the Victualling Eſtabliſhment; and to take particular care that they are in all reſpects fit for ſuch employment before you engage them, taking to your aſſiſtance the Foreman of Coopers, when men of that trade are to be entered; obſerving, that the duty of the Eſtabliſhment is at all times to be carried on with as few workmen as poſſible; you are, therefore, whenever the public ſervice will admit, to diſcharge all ſuch perſons as it may not be neceſſary to retain; and whenever an increaſe of duty ſhall make it requiſite to re-enter any Labourers or others, you are, when you preſent your Accounts to the Commiſſioner, to ſtate to him your reaſons for ſo doing, as well as to the Commander in Chief, or ſenior Officer, when he ſhall think proper to inſpect into the management and economy of the Eſtabliſhment.

No Artificer or Labourer of any deſcription, hired for the public ſervice, is to be employed by you, or any Clerk or other perſon, upon private or domeſtic matters, either within doors or without, upon any pretence whatever; nor ſhall any perſon be borne under one deſcription and employed in the buſineſs of another.

8.]—If any one of the Labourers or others employed under you, ſhould receive a hurt in the execution of his duty, you are to ſend him to the Naval Hoſpital, with a ticket in the annexed form, and if ſuch hurt ſhould incapacitate him from further ſervice, you are
Appendix, N° 1. to requeſt the Surgeon of the Naval Hoſpital to certify the particulars of the caſe, and tranſmit the ſame by the firſt opportunity to this Office.

Appendix, N° 2. 9.]—You are to keep a complete Book, in the annexed form, of every perſon belonging to the Eſtabliſhment; in which are to be ſpecified their names, qualities, rates of pay, dates of entry, and diſcharge, with the cauſe thereof, and any other remarks reſpecting them which may be uſeful; obſerving, that no perſon diſcharged for any act of diſhoneſty, is ever to be again employed in, or even ſuffered to enter the yard.

From this Book you are, at the commencement of every month, to make out a Muſter or
Appendix, N° 3. Check Book in the annexed form, containing the names and qualities of every perſon who may be then on the Eſtabliſhment, adding thereto the names of ſuch perſons as may be entered in the courſe of the month. And as this book is to contain a perfect account of the time each perſon has been actually employed, as a check upon the Monthly Pay Liſt; you are to be very careful that the Artificers and Labourers of every deſcription, be muſtered by yourſelf or your Clerk every time they come to their work, and alſo upon their leaving it in the evening. Every perſon who ſhall be actually preſent at the muſters, and anſwer when called, ſhall have a perpendicular line thus (|) placed againſt his name in the proper column, to denote his being preſent. All thoſe who may be abſent on leave, are to be carefully diſtinguiſhed by the mark (✓), and all ſuch as may be abſent without leave, are to have a (×) put againſt their names, and you are to be very particular in checking ſuch as ſhall be abſent of their pay and proviſions, or ſubſiſtence money, if any be allowed during ſuch abſence, and they are to be diſcharged unleſs a ſatisfactory reaſon be given for their having ſo neglected their duty; and whenever the duty of muſtering is performed by your Clerk, you are to conſider yourſelf anſwerable for the correctneſs of his muſters; it is therefore neceſſary that you ſhould attend as often as the other duties of your Office will admit, to ſee that the daily muſters be performed according to the regulations preſcribed; and in all caſes where you ſhall have reaſon to ſuſpect that any abuſe has taken place in the muſters, you are to conſider it an indiſpenſable part of your duty to make the muſter yourſelf, at ſuch times, and in ſuch manner, as you may judge moſt likely to detect any miſconduct which may have occurred.

Beſides the general muſters above directed, you are to take ſuch other opportunities as you may judge proper for muſtering the people when at their work, checking thoſe who ſhall have abſented themſelves after being muſtered on coming into the yard; and you are to obſerve that no erazure is ever to be made in the Muſter Book; but the correction of any error which may have occurred, is to be made in red ink.

10.]—The important and ſerious duty of preſerving His Majeſty's Stores from embezzlement, and accidents by fire, or otherwiſe, being wholly entruſted to you, every meaſure of a precautionary nature is to be adopted by you, for effectually attaining this object; you are therefore to ſee that the moſt truſt-worthy man that you can procure be employed as a Porter, to whom you are to give complete inſtructions in writing for his guidance, in vigilantly guarding the ſeveral Storehouſes and other parts of the Eſtabliſhment, appointing ſuch Watchmen or Warders to aſſiſt him as may be judged neceſſary, taking care that none but perſons of good characters be appointed to theſe ſituations, and where merit may be equal, the preference ſhall be given to men who have been longeſt in the ſervice,

and

and you are yourſelf on all occaſions to have a ſtrict ſuperintendence over them, to ſee that no part of this important duty be neglected.

11.]—You are to direct the Porter not to admit within the gate any ſtranger or other perſon, not belonging to the Eſtabliſhment, or who ſhall not have buſineſs in it, without your permiſſion; nor ſhall private property be lodged in any of the Storehouſes on any account whatever.

In order to prevent embezzlement, you are on every occaſion when the Workmen and Labourers go out of the yard, to cauſe them to be carefully ſearched at the gate by the Porter, in preſence of yourſelf or your Firſt or Second Clerk and principal Cooper, who is always to be preſent; and if any article of public property be diſcovered about any of them, you are to cauſe the offender to be immediately diſcharged, and otherwiſe puniſhed as the caſe may deſerve.

As ſoon as the people leave the yard at night, you or your Firſt Clerk, are to viſit all the Storehouſes, and other working places where the men may have been employed, to ſee that no perſon remain therein, and that there are no fires or lights left burning; that the doors and windows have been properly ſecured, and that every thing is ſafe, previouſly to the Storehouſes being locked up.

You are to ſee that the Watchmen be placed in the moſt judicious ſituations, immediately on the Workmen leaving the premiſes, when the gate is to be locked, and the key thereof, together with thoſe of the Storehouſes, are then to be delivered to you, and to remain in your poſſeſſion until the morning. No perſon whatever is to be admitted after the gate ſhall have been ſhut, unleſs the ſervice ſhall abſolutely require it. You or your Clerks are frequently, at uncertain times, to viſit the Watchmen at their poſts, to ſee that they are vigilant and attentive to their duty, pointing out ſuch ſtores or places as you ſhall find neceſſary to commit to their particular notice, which they, in like manner, are to point out to thoſe that relieve them; and in caſe any of the Victualling Storehouſes ſhould be detached from the principal premiſes, you are to adopt the beſt meaſures for their ſecurity that circumſtances will permit.

12.]—As the utmoſt care is neceſſary to prevent accidents by fire, you are, on no account, to ſuffer tobacco to be ſmoked in any part of the buildings.

You are alſo to cauſe the Watchmen carefully to obſerve every place, where fires or lights may have been uſed in the day-time, and enjoin them to give the alarm on the leaſt appearance of fire breaking out.

You are to cauſe ſuch Regulations, as may be eſtabliſhed for the ſafety of the Buildings and Stores, but more particularly ſuch as relate to the prevention of fire, to be hung up in the moſt conſpicuous ſituations; to the end that each perſon, ſpecially included in the ſaid regulations, may know his ſtation, and the ſervice he is required to perform; and that, in the event of fire unfortunately breaking out, all confuſion may be guarded againſt, as much as poſſible. You are to ſee that the Fire Engines, Buckets, &c. be always kept in good order, and fit for immediate uſe; cauſing them occaſionally to be worked, but at leaſt once a month, to aſcertain that they are in perfect order.

13.]—You are frequently to examine the ſtate of the Storehouſes, Wharfs, and other Buildings, belonging to the Eſtabliſhment, and once a year, or oftener, if you judge proper, cauſe them to be examined by ſome competent perſon, ſtating, on ſuch occaſions, the reſult of the examination, with reſpect to the Repairs and Paint-work required, and tranſmitting the ſame to us by the firſt opportunity; you are to cauſe every ſmall defect to be made good as ſoon as diſcovered, in order to preſerve the whole in the beſt poſſible condition, cauſing proper attention to be paid with reſpect to painting ſuch parts of the Building, &c. as may require it, for the preſervation thereof. When large Repairs, material Alterations, or new Buildings become neceſſary, you are to tranſmit to us an accurate deſcription thereof, with eſtimates of the expence, and time it may require to complete them.

The works, however, are not to be undertaken until our ſanction be given, except in caſes of the moſt obvious or urgent neceſſity, when the approbation of the Commander in Chief, or ſenior Officer of His Majeſty's Ships, ſhall be previouſly obtained.

14.]—Whenever any Repairs ſhall be ordered to be undertaken, or new Buildings erected, by Contract, you are to give fourteen days public notice thereof, when the ſervice will admit, or ſuch as circumſtances may require, and tenders ſhall be received, and the agreement made, in the ſame manner as hereinafter directed with reſpect to the purchaſe of Stores, and an Account ſhall be ſent, monthly, agreeably to the annexed form, of the progreſs of all Works. (V. Art. 19.) Appendix, N° 4.

15.]—On entering upon the duties of your office, whether by a confirmed or temporary appointment, you are to apply to the Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent, to order three Maſters, or ſuch other Officers of the Ships under his command, as he may think proper, to take a ſurvey of all the Proviſions and Victualling Stores, together with an account of the Public Money, remaining in charge of the perſon you are appointed to ſucceed. You are to make this application in writing; and if any cauſe ſhould be aſſigned for not immediately complying therewith, the requeſt ſhall always be repeated, as ſoon as the reaſon ſtated ſhall no longer exiſt; and copies of ſuch applications, with the replies thereto, are to be tranſmitted to this Board, with your firſt Quarterly Accounts. During any interval, which may unavoidably occur, between the time of the death or removal of your predeceſſor, and that of taking the Survey, all vouchers and documents upon which Proviſions and Victualling Stores ſhall have been received or iſſued, ſhall be marked in red ink with the words "*Before Survey*," in order that, when the Survey ſhall be finiſhed, the Stores iſſued, on ſuch authorities, may be added to the Account of thoſe actually found in the Magazines; and that thoſe which have been received in the ſaid interval on your account may be deducted

ducted from the Total, by which means you will be as correctly charged with the Stores which remained on the day of your predeceſſor's removal, as if the Survey had been taken on that day. Three Accounts of the remains of the Proviſions, Stores, and Money, thus aſcertained, ſhall be made out, one of which is to be kept by you, and the Articles and Money therein contained, ſhall be conſidered as your firſt charge. Another ſhall be ſent to this Office with your firſt Quarterly Accounts, and the third ſhall be delivered to the Commander in Chief or Officer who directed the Survey, that it may be ſent by him to this Office, for being compared with the general Store balance of the preceding Agent, whoſe Accounts you are to cauſe to be made up, without delay, and tranſmitted to this Office.

In this and all other caſes you are to endeavour to ſend your Reports or Accounts of every kind, by different conveyances from thoſe by which Duplicates are tranſmitted by the Commander in Chief or Reſident Commiſſioner.

16.]—In addition to the Charge founded upon the Survey as aforeſaid, you are to debit yourſelf with all Stores ſent from this country or elſewhere, conſigned to your care; and likewiſe with all ſuch Stores as you may purchaſe by Contract, or otherwiſe, as the ſame ſhall, from time to time, be delivered into your charge; together alſo with ſuch as may be returned into Store, ſerviceable or unſerviceable, from any of His Majeſty's Ships or Tranſports; or be produced from converſions; or which may come into your poſſeſſion in any other manner, obſerving that all Receipts, given for Proviſions and Stores, delivered as above, are invariably to be ſigned by yourſelf; or, in the event of your being unable to do ſo, from illneſs, or unavoidable abſence, by your Firſt Clerk.

17.]—Whenever you can poſſibly communicate with the Commander in Chief, or ſenior Officer for the time being, you are never to purchaſe any Proviſions or Stores whatever without a written order from him for that purpoſe, unleſs you have previouſly received directions to that effect from us, in which caſe you are to communicate ſuch directions to the Commander in Chief as ſoon as practicable; but whenever a neceſſity for purchaſing Proviſions or Stores ſhall ariſe, and you may not previouſly have received ſuch orders, you are to repreſent the ſame in writing to the ſaid Commander in Chief or ſenior Officer, ſpecifying the remains in ſtore of each article of which a ſupply may be wanted, and the quantities neceſſary in your opinion to be purchaſed, and your reaſons for the ſame.

18.]—Whenever you ſhall have received an order for the purchaſe of any Proviſions or Victualling Stores, you are to conſult the Reſident Commiſſioner of the Navy relative to the mode in which it may be moſt proper that ſuch purchaſes ſhould be effected, and to give him all the information in your power on the ſubject.

If he ſhould, upon conſideration of all circumſtances, be of opinion that it will be preferable to proceed by private agreement, you are to receive his directions in writing for ſo doing, and you are thereupon to purchaſe ſuch Stores in the moſt economical manner poſſible; obſerving, that all merchants and tradeſmens bills for Stores ſo purchaſed, are, in addition to the other certificates hereinafter deſcribed, to contain a certificate ſigned by two reſpectable merchants, competent to judge that the Stores therein ſpecified are charged at the current market price at the time of purchaſe.

19.]—When the Commiſſioner ſhall be of opinion that it will be moſt advantageous to the Public, that the Proviſions or Stores which you may have been directed to procure ſhould be purchaſed publicly, and give you directions in writing to that effect, you are to adverti ſe for them in the Gazette or other public Newspapers, or if there be none at the place, you are to give public notice by ſuch other means as may be in uſe there for ſimilar purpoſes, for the ſpace of ten days before the day of treaty, or for ſuch ſhorter or longer time according to the urgency of the demand or other circumſtances, as the Commiſſioner may deem neceſſary, intimating in ſuch notices that ſamples may be ſeen at your Office.

The tenders for ſuch Stores ſhall be received ſealed up, and be put into a box, with two different locks, the key of one of which ſhall be kept by the Commiſſioner, and that of the other by yourſelf; but no tender ſhall on any pretence be received after the preſcribed hour on the day of treaty, nor any notice taken of ſuch as may be made unleſs the party, or an authorized agent for him, attend.

At the above hour, the box ſhall be opened in the preſence of the Commiſſioner, yourſelf and your Firſt Clerk, and the loweſt tender accepted, and the agreement immediately concluded by you, with the approbation of the Commiſſioner, always requiring ſufficient ſecurity for the performance thereof.

But if there ſhall be reaſon to ſuſpect any combination or other improper proceeding on the part of the perſons who may have made tenders, or colluſion between them and any perſon employed in the public ſervice, you are to inform the Commiſſioner thereof, and to take ſuch meaſures as he may judge moſt effectual to guard againſt any undue advantage being taken of the Public.

The Newspapers in which the advertiſements may have appeared, or copies of the notices which may have been given, with a certificate of the means by which they were made public, the tenders, with the approval or rejection of the Commiſſioner written thereon, and alſo the agreements made on ſuch occaſions, are to be tranſmitted to us with your next Accounts, and you are to obſerve that in all caſes the real names of the parties concerned ſhall appear in the agreements for and Accounts of Stores purchaſed.

RECEIPT AND EXAMINATION OF PROVISIONS AND STORES.

20.]—All Proviſions and Victualling Stores delivered by Contract or otherwiſe, ſhall be inſpected by you, and in caſe of your being unavoidably abſent, by ſickneſs or other cauſe, they ſhall be jointly inſpected by your Firſt Clerk and principal Cooper; and great care is

to

to be taken minutely to examine and compare the quality thereof, with the ſample or deſcription by which they are to be delivered, and to reject all ſuch as may not be agreeable thereto, and in all reſpects equal to the conditions of the Contract or Agreement, under which the ſame ſhall be furniſhed. You are therefore to be very careful to make yourſelf converſant with the qualities of the ſeveral ſpecies of Proviſions or Stores to be received; you are to ſelect ſuch Caſks and Packages as you may think proper to open for examination from among the heap or maſs, and, in receiving ſuch Stores as bread, beef, pork, &c. you are at all events to open one out of every ten; for examining the quality of brandy or rum, you will be provided with the proper inſtruments for proving the ſame, and no caſk of ſpirits is to be received until it ſhall have been aſcertained by ſuch proof to be of the ſtrength ſpecified in the Contract.

The bung of every caſk of beef and pork is to be taken out, in order to inſpect if it be in proper condition and well-cured, and alſo to fill up ſuch caſks as may be deficient in pickle.

When rice, peaſe or oatmeal are to be examined, you are to ſelect a ſmall portion for being boiled, that you may form a more correct opinion of the quality thereof.

Beſides examining the flavour and apparent condition or quality, you are to taſte of the ſeveral quantities of wine, ſpirits, biſcuit, meal, flour, raiſins, vinegar, oatmeal, ſugar, butter, cheeſe, tea and cocoa, which may from time to time be delivered; in order that it may be aſcertained, whether the ſame be good and fit for His Majeſty's Service, and in all reſpects agreeable to Contract.

All other articles are to be judged of by appearance and ſtrict examination, and by comparing the ſame with the ſamples produced, or in ſuch other manner as you may deem beſt adapted to enſure juſtice being done to the Public.

21.]—If it ſhould at any time happen, that Stores ſent in as aforeſaid cannot be immediately examined, you are to cauſe due care to be taken to prevent the ſame from being injured or embezzled; but they ſhall on no account be lodged in the ſame Storehouſes where articles already received are depoſited under your charge, if it can by any means be avoided; and at all events, every precaution is to be taken to prevent their being mixed with Stores that have been regularly received; and the articles ſo lodged for ſecurity, are to be taken account of and regularly received as ſoon as poſſible.

You are, in all caſes, immediately on the landing or reception of any proviſions, to cauſe the ſame to be diſtinguiſhed by tallies or temporary marks in chalk, ſo that, when the iſſue thereof ſhall take place, your Clerks may ſpecify in the Accounts taken on that occaſion, the time when, and from whence or whom, any part thereof may have been received into ſtore, and which temporary marks or tallies are to be effaced or removed before the proviſions are ſent off.

22.]—You are to inform the Commiſſioner whenever any Proviſions or Victualling Stores, which may have been purchaſed by you, are to be received into ſtore, in order that, ſhould he think proper, he may attend the receipt thereof, for the purpoſe of ſeeing if the ſame be anſwerable to the Contract, Sample or Agreement by which they were to be delivered: and if he ſhould attend and ſignify to you his diſapprobation of any part of ſuch Proviſions or Victualling Stores, and be of opinion that they are unfit for the Service, you are not to receive them, except on an occaſion of extreme urgency, and when none of better quality can be obtained, in which caſe, if they be ſupplied by Contract, ſuitable abatements are to be made, if the conſent of the vendor can be obtained, in the prices previouſly agreed upon.

You are, moreover, to obſerve, that the Commiſſioner is to viſit the Storehouſes, and to inſpect the quality of all Proviſions and Stores which may at any time have been purchaſed by you, whenever he may judge it expedient, ſo as to enable him to repreſent to us, or to the Commander in Chief, how far the buſineſs under your ſuperintendence be conducted with propriety, and juſtice done to the Public in the ſupplies which may be procured in the country.

23.]—When Proviſions and Stores ſhall have been delivered in by Contractors, and the quality thereof examined as before directed, and aſcertained to be conformable to Contract, and fit for His Majeſty's Service, your principal Clerk ſhall attend and take an Account in a Daily Receipt Book in the annexed form, of the quantity of each article, diſtinguiſhing by whom the ſame was delivered, the ſpecies of each package, and exact quantity of Stores which it may contain, with the numbers, dates and other marks thereon, and alſo the time when the warranty of any Proviſions will expire, the ſtrength of each caſk of ſpirits, and ſuch other particulars as are contained in the ſaid form, or that may be neceſſary for your future information; being alſo particular that the Proviſions and Stores ſo received be carefully weighed, counted or meaſured, as the caſe may be; and taking every precaution to prevent miſtakes in the tale of any articles, which may be numerous; on all ſuch occaſions the principal Cooper ſhall alſo attend, in order to aſſiſt the Receiving Clerk in taking the number and contents of each caſk of Proviſions, and when the buſineſs is over, they ſhall both ſign their names thereto in the Receipt Book, in teſtimony of the account having been accurately taken. Appendix, N°. 5.

24.]—Whenever any Stores ſhall have been ſent from this country, by Victuallers or other Tranſports conſigned to you, the Maſter of ſuch Tranſport will produce to you the Bill of Lading, which you are to compare with his original receipt for the cargo, which will have been tranſmitted to you from this Office, provided the ſame ſhall have arrived in time.

The quality of the Stores ſhall then be inſpected by you, and the quantity ſhall be taken account of by your Chief Clerk, aſſiſted by the principal Cooper, in the Daily Receipt Book, in the ſame manner in all reſpects as has been already deſcribed, ſeeing them carefully weighed, counted or meaſured, as the caſe may be, and noting if any of them appear to be damaged,

damaged, with the probable cauſe thereof; ſpecifying the date of each Bill of Lading, the name of the Veſſel, and of the Maſter or other perſon having charge of the Stores, as well as the place whence they were brought, and carefully noting the marks and diſtinguiſhing numbers on all the packages; and in caſe any Stores ſhould come into your poſſeſſion by purchaſe or otherwiſe, the packages whereof ſhall not have been diſtinguiſhed by marks and numbers, you are invariably to cauſe the ſame to be done, in order that, if ſuch Stores ſhould be condemned by ſurvey, it may be aſcertained from whom and whence they came, and the cauſe inveſtigated.

If the whole cargo of any Victualler or Tranſport ſhall have been delivered, you are to note the ſame on the Maſter's receipt, and alſo acknowledge the receipt thereof on the back of the original Bill of Lading, which is to be returned to the Maſter as his voucher for having delivered the ſame.

But if a part only of the ſaid cargo ſhall be delivered into your charge, you are to furniſh the Maſter of the Veſſel with a ſeparate receipt for the ſpecies and quantities of ſuch Stores or Proviſions, as you may have actually received at that time.

25.]—The Victuallers and Tranſports which bring Proviſions and Stores to the Eſtabliſhment, are to be unloaded with all poſſible diſpatch, and the preference given to ſuch as may be likely to come on demurrage, which is always to be prevented as much as poſſible; but you are never to tranſhip the remains of any cargo into another Ship or Veſſel without the ſanction of the Commander in Chief or ſenior Officer preſent, of His Majeſty's Ships, unleſs ſome urgent neceſſity ſhall require it, of which you are immediately to acquaint this Board.

You are to inſert on, or annex to the Bill of Lading of each Victualler or Tranſport, as well as on the Maſter's Receipt before deſcribed, provided the ſame ſhall have arrived, the
Appendix, N° 6. ſeveral notations ſhewn in the annexed form, ſpecifying any variation which may have been found between the cargo and the ſaid documents, and the quantity of Stores actually received, with the apparent cauſe thereof, and whether any of the caſks appear to have been ſpiled, or packages to have been opened on board the Veſſel, and alſo ſhewing the date of her arrival, the date of your beginning to unload her, and the date of her being wholly unloaded, with any circumſtances which may have occurred to impede the ſame, in order that it may be aſcertained, when the Maſter applies for his freight, whether or not he is entitled to any demurrage.

In caſe Proviſions or Stores, brought out as aforeſaid, ſhall have been damaged on the paſſage, you are, without delay, and before granting any receipt for the ſame, to apply
(V. Art. 54.) for a ſurvey thereon in the manner hereinafter directed reſpecting other unſerviceable Stores; taking care that the report of ſurvey ſpecify the cauſe by which, in the opinion of the Surveying Officers, the ſaid Proviſions or Stores may have been injured, as well as the cauſe to which the Maſter of the Veſſel may attribute the damage ſuſtained; and you are to add thereto, all the information which, from your own obſervations on the ſtate of the cargo, you may he able to give on the occaſion.

26.]—The Commander in Chief of His Majeſty's Ships on the Station, being directed by the Lords Commiſſioners of the Admiralty, on ſending any Ships to England, to order their Captains to return into ſtore ſuch Proviſions and Stores as may not be neceſſary for their paſſage home, provided the ſame ſhall be wanted in the country; you are on ſuch, and all other occaſions, when Proviſions and Stores ſhall be ordered to be landed from His Majeſty's Ships or Tranſports, to receive and charge yourſelf therewith accordingly.

You are, with the utmoſt care, to inſpect the ſtate and condition of all Proviſions ſo returned, and to cauſe one of your Clerks to take an account thereof in the Daily Receipt Book, noting therein the condition of each ſpecies, the name of the Ship from which they were ſent, and the name of the Purſer or other Officer charged therewith, to whom you are to give a receipt for the ſame; and the reſpective Purſers being directed to ſend with all Proviſions and Stores ſo landed, a Bill of Lading, or Account ſpecifying the number, contents, and marks on each caſk or package, and from whence, or whom the ſame ſhall have been received, with the time when it came into his charge, and if under warranty, the time when the ſame will expire; you are to be careful to note thereon any variation in the quantity received, from what ſhall be therein expreſſed, and require thereto the ſignature of the Officer or perſon who landed the ſame, which you are to preſerve as an accompanying voucher to your Accounts.

But if no Bill of Parcels or other Liſt be ſent, you are to make out one, and require the ſaid Officer to atteſt the ſame, which you are to preſerve as a voucher for the purpoſe aforeſaid.

27.]—If Wine or Spirits ſhould happen to be returned in foreign or other caſks, not having the contents marked thereon, or if by reaſon of filling up any caſks or other cauſe, there ſhould be ullages, ſuch caſks as ſhall not be marked, or thoſe containing ullages, are to be gauged by you or one of your Clerks, unleſs the caſks are of ſmaller dimenſions than a half hogſhead, in which caſe the contents are to be drawn off and meaſured; and in all caſes where the ſame may not previouſly have been done, the actual contents of each caſk, with ſuch marks as may be neceſſary for diſtinguiſhing it, are to be cut out thereon, with proper marking irons, in the preſence of the Receiving Clerk, that he may include the ſame in his Daily Receipt Book, obſerving, that on ſuch as are aſcertained by meaſurement, the fractional parts of a gallon are to be ſpecified, and the Receiving Clerk is invariably to ſpecify in the Receipt Book, oppoſite the contents of each caſk, the quantity which was taken to fill it up.

28.]—In caſe any part of the Proviſions returned from Ships or Tranſports ſhall be diſcovered by you to be unſerviceable, the quantity in ſuch condition is to be ſeparately diſtinguiſhed

tinguiſhed in the Daily Receipt Books, with the probable cauſes thereof; you are then to apply for a ſurvey to be held thereon, in the manner hereinafter directed; and in the event of any part thereof being found on ſuch ſurvey unfit to be re-iſſued, you are to draw up a regular Report of Survey thereon on a ſeparate paper, in the form annexed, which is to be ſigned by the Surveying Officers, and preſerved by you as a voucher to your Accounts. (V. Art. 54.) Appendix, N° 7.

29.]—The Purſers of His Majeſty's Ships being directed, on returning ſuch Proviſions as may have been condemned as unfit for ſervice, to forward therewith the Report of the Survey held thereon, you are, whenever you ſhall find it neceſſary, to remind the Purſers thereof, and to requeſt that the ſaid Report of Survey, or an authentic copy thereof, may be forwarded with the Proviſions; becauſe, if the Purſers ſhould at any time fail to comply therewith, no credit will be allowed them for the ſame on paſſing their Accounts at this Office.

30.]—When unſerviceable Proviſions ſhall have been landed, you are carefully to inſpect the ſame, in order to aſcertain whether any part of the Proviſions which may be contained in caſks or packages, and therefore may not have been very minutely examined by the Surveying Officers afloat, be fit for being again iſſued, as well as to aſcertain to what purpoſe the unſerviceable Proviſions may be diſpoſed of with moſt advantage to the ſervice; you are to cauſe the reſult of ſuch inſpection to be noted in the Daily Receipt Book, and the quantity of Stores actually received is to be inſerted therein, in the ſame manner as has been before deſcribed reſpecting other Stores, diſtinguiſhing any part that may be found ſerviceable; and you are likewiſe, if circumſtances will admit thereof, to diſtinguiſh the ſame on the Receipt which is to be granted by you in the manner before deſcribed, to the Purſer of the Ship from which the Stores were received, and to ſpecify likewiſe the date of the Report of Survey, whereby the Stores might have been condemned; they ſhall then be ſet apart for being diſpoſed of with other unſerviceable Stores, in the manner hereinafter directed. (V. Art. 59.)

31.]—Whenever empty caſks, ſtaves, iron hoops, empty lemon juice caſes and bottles, hides, tallow, or empty bread bags, ſhall be landed from His Majeſty's Ships and Veſſels, or hired Tranſports, you are to cauſe them to be properly ſorted and arranged, under the inſpection of the Foreman of Coopers, and an Account to be taken thereof by the Receiving Clerk, in a book to be kept by him for that purpoſe, in the form annexed, in which he is to ſpecify the name of the Ship, and Purſer from which they were received, with the quantity of each ſpecies of the ſaid Stores; and the Purſers being allowed credit for broken lemon juice bottles, on returning that part on which the ſtamp is imprinted, the ſaid Clerk is to enumerate the broken bottles by the number of Stamps returned, and inſert the ſame in the proper column, being alſo very correct, in taking the Account of each deſcription of caſks, ſtaves, hoops, &c. and ſhould any of the caſks appear to have been injured from careleſneſs, or improperly ſhaken, or the ſtaves and iron hoops damaged for want of due care being taken of them on board, or in the craft which brought them on ſhore, the circumſtances are to be repreſented by you to the Commander in Chief, or ſenior Officer, preſent, of His Majeſty's Ships. Appendix, N° 8.

32.]—When empty caſks may have been received, as above, the Foreman of Coopers is to examine them with great care, ſelecting ſuch as may require repair, and alſo ſuch as may be unfit to be repaired, that the latter may, when neceſſary, be ſhaken, and the materials worked up for repairing others, &c.; and in order to account ſatisfactorily for the diſpoſal of ſuch caſks as may be returned in this condition from Ships, one of your Clerks ſhall be preſent, with the Foreman of Coopers, when any are ſhaken; and he is to enter in a Book to be kept by you for the purpoſe, in the annexed form, the date of the tranſaction, the total number of caſks of each deſcription, which may on ſuch occaſion be ſhaken, with the number of ſerviceable as well as unſerviceable ſtaves and iron hoops ariſing therefrom. Appendix, N° 9.

33.]—If it ſhould happen that any Victualling Tranſports or other Veſſels may return from the Fleet at Sea, with condemned Proviſions, or empty caſks or packages, to be delivered into ſtore, the ſame ſhall be received and taken account of in all reſpects as if returned from Ships; and you are to make out a receipt for the whole quantity ſo received from each Victualling Tranſport or other Veſſel, which you are to deliver to the Maſter of ſuch Veſſel, as his voucher for the delivery thereof.

34.]—When any Stores may be ſupplied to the Eſtabliſhment from the Dock-yard, the Royal Naval Hoſpital, or any other department of His Majeſty's Service, the quality thereof ſhall be examined by you, and the quantity taken account of in the Daily Receipt Book, by your Clerk, in all reſpects the ſame as has been already deſcribed; and you are in like manner to make out a receipt for the ſame, for being delivered to the Officer from whom the Stores ſhall have been received.

35.]—Such articles as Ironmongery and Turnery Ware, Nails, Twine, Artificers Tools, Utenſils and other Implements procured for carrying on the ſervice of the Eſtabliſhment, not being of a nature to be with propriety included in the periodical Accounts of Proviſions and Victualling Stores, you are, when ſuch materials are delivered in by tradeſmen or others, not to allow them to be entered in the Daily Receipt Book like other Stores, but you are to keep a Book for the purpoſe in the annexed form, on one page of which the Receiving Clerk is to take an account in the order of dates of the ſpecies and quantity of the different articles ſupplied, and from whom or whence they were received. When any of the above Stores are wanted for the ſervice, the Foreman of Coopers, or other perſon in whoſe department the ſame are to be uſed, is to demand from you the neceſſary ſupply, by note, in the annexed form, producing, where practicable, the utenſils in lieu of which they are to be furniſhed, that they may be depoſited with other unſerviceable articles in ſtore: and if you perceive that the demand is neceſſary, you are to fix your initials thereto, and cauſe it to be returned to the Iſſuing Clerk, who upon making that ſupply is to inſert in the order of dates, on the oppoſite page of the Book before-mentioned, the ſpecies and quantity of the Stores ſo ſupplied, Appendix, N° 10. Appendix, N° 11.

plied, with the name of the perſon to whom they were delivered, who is to ſign his name to the note as having received the ſame.

ISSUES OF PROVISIONS AND STORES.

36.]—You are to iſſue Proviſions and other Victualling Stores to His Majeſty's Ships and Veſſels agreeably to demands, in the annexed form, from their reſpective Purſers, approved by the Captain or Commander, ſtating the ſpecies and quantity of Proviſions and Stores required, and for what time and number of Men ſuch ſupply will complete the Ship, which you are never to exceed, unleſs the caſks neceſſary to complete the amount ſhould from their reſpective ſizes contain rather a larger quantity than that which has been demanded, in which caſe the overplus is not to be taken out, it being deſirable that the caſks ſhould all be ſent off complete; and whenever the Proviſions demanded may be of a ſpecies of which you have none, or not enough in ſtore, you are to iſſue in lieu the proper ſubſtitutes, preſcribed in the annexed ſcheme or allowance of Proviſions; but you are to obſerve, that all demands for Water Caſks are to be diſtinct from thoſe for Proviſions, and beſides being approved as aforeſaid, are to contain a certificate under the hand of the Maſter, ſtating that all the Water Caſks belonging to the Ship (after ſuch as may have been ſhaken have been again ſet up, and the old ones repaired as far as poſſible) are not ſufficient, and that the quantity then demanded is abſolutely neceſſary for the Ship's uſe.

Appendix, N° 12.

Appendix, N° 13.

37.]—You are on all occaſions to uſe the utmoſt diſpatch in completing His Majeſty's Ships with the Proviſions or Stores which may be demanded for them reſpectively, for which purpoſe, and in order to prevent deſertion and other irregularities, by the Boats of His Majeſty's Ships which may be ſent for Proviſions or Stores being unneceſſarily detained on ſhore, you are, whenever it may be requiſite, to cauſe the Clerks and other perſons attending the delivery or receipt of Stores, not to break off to dinner or otherwiſe until the Boats be diſpatched.

38.]—You are invariably to iſſue firſt the Proviſions that are oldeſt, or which may be in the worſt condition for keeping, and to cauſe the Caſks, &c. containing the ſame, to be marked for being firſt expended, informing the Purſers thereof that they may be iſſued accordingly, and making proper notations on the Bill of Lading ſent therewith, as hereafter deſcribed, that the proper Officers on board the reſpective Ships may take care to ſtow them ſo that they may be firſt got at accordingly.

39.]—When the Proviſions or Stores are taken out of the Storehouſes and properly arranged for being ſhipped off, and the Boats or other Craft in readineſs for the conveyance thereof, you are to cauſe one of your Clerks to attend, and in preſence and with the aſſiſtance of the Foreman of Coopers, take an account of the exact quantity about to be ſent off to each Ship, in a Daily Iſſue Book in the annexed form, in which he is to enter in the ſeveral columns allotted for the purpoſe, the date of each iſſue, the name of the Ship or Veſſel for which it may be intended, the ſpecies and quantity of the Proviſions or Stores to be ſent, as well as the number and contents of each Caſk in which the ſame may be contained, with the deſcription of the Caſk and number of Iron Hoops, the Contractor's name, or any other diſtinguiſhing marks which may be thereon, ſpecifying alſo from whence, and the time when, ſuch Caſk of Proviſions may have been received into ſtore.

Appendix, N° 14.

40.]—All Caſks of Wine, Spirits and Vinegar, are to be ſent off perfectly full, and the exact quantity of Wine or Spirits which any Caſk may have required to fill it up, is to be ſpecified oppoſite to the deſcription of ſuch Caſk in the laſt column of the Daily Iſſue Book, as well as the ſtrength of the Spirits; but the total quantity only of Vinegar which may have been expended in filling up any ſupply is to be inſerted.

In this column alſo is to be inſerted, the time when the warranty of any Proviſions will expire, with any other remarks thereon which may appear neceſſary for future information.

41.]—Whenever you may be directed by the Commander in Chief, or ſenior Officer, to procure freſh Meat for any of His Majeſty's Ships, you are, if it cannot be purchaſed at a reaſonable price, to repreſent the ſame to him, ſtating the rate at which you ſuppoſe it can be bought; ſhould he afterwards think proper to order the purchaſe of any quantity, you are to comply with his directions. In caſe the Commander in Chief ſhould be at Sea, and you ſhould receive directions from him to purchaſe freſh Beef, for being ſent to the Ships with him, you are to conſult with the Commiſſioner upon the beſt mode of procuring the ſame, and to take care that it be obtained on the beſt terms poſſible; but you are to obſerve, that freſh Meat is not to be ſupplied to any of His Majeſty's Ships in a greater proportion than one day in lieu of Salt Beef, and one day in lieu of Salt Pork, in each week, without expreſs directions, in writing, from the Commander in Chief, or ſenior Officer; and you are to obſerve, that all Orders and Copies of Correſpondence which may take place on ſuch occaſions, are invariably to be tranſmitted to us.

42.]—You are to make out, from the Daily Iſſue Book, in the annexed form, and deliver to the perſon appointed to take charge of, and convey, the Proviſions and Victualling Stores ſupplied to any Ship or Veſſel, a Bill of Lading, ſigned by yourſelf and your Chief Clerk, which ſhall contain an exact account of the ſpecies and quantities of all Proviſions, &c. ſupplied, deſcribing the different Caſks or Packages in which the ſame ſhall be contained, with the number of Iron Hoops thereon; and ſpecifying at what periods the warranty of any of the Proviſions will expire, in order that the Captain or Commanding Officer may be ſatisfied that the Proviſions which may be therein ſpecified, correſpond, in ſpecies and quantity, with what ſhall have been actually received on board. You are alſo to make out, from the Daily Iſſue Book, three receipts in the annexed Form for each ſupply made to any of His Majeſty's Ships and Veſſels, which is in every particular to agree with the Bill of Lading

Appendix, N° 15.

Appendix, N° 16.

Lading to be ſent, as above mentioned, with ſuch ſupply, and to contain the ſame information. To theſe Receipts you are to require the Signature of the Purſer of the Ship or Veſſel, or of any Officer or other Perſon duly authorized to receive Proviſions and Stores, in behalf of ſuch Purſer, or the Signature of the Commander of any Ship or Veſſel in the ſervice of His Majeſty, in which there ſhall be no Purſer, obſerving, that in all Receipts, or other Vouchers, for the delivery of any Proviſions or Stores, the quantities thereof ſhall invariably be ſpecified in words at length.

43.]—When the Commander in Chief ſhall at any time direct you to ſend Proviſions and Victualling Stores to the Fleet, without apportioning the quantity to be ſent to each Ship, and give you authority to hire Veſſels or Craft for the conveyance thereof, your Clerk and principal Cooper, ſhall attend the Iſſue of ſuch Stores, and take an Account thereof, in the Daily Iſſue Book, as before deſcribed; and you are, from the Account ſo taken, to make out a Bill of Lading for the whole quantity which may be ſhipped on board each Veſſel, which is to be ſigned by you, and delivered to the Maſter or Perſon taking charge thereof. You are alſo to make out a Receipt, correſponding to the Bill of Lading, which the ſaid Maſter or other Perſon is to ſign, and you are to furniſh him with a ſufficient quantity of blank Receipts, and inſtruct him how he is to get them filled up, in triplicate, and in words at length, as before deſcribed, with the quantity of Proviſions and Victualling Stores ſupplied to each Purſer, informing him that if he ſhould fail to bring back proper Receipts, comprehending the whole quantity of Proviſions which he took charge of, the difference muſt be accounted for by him, unleſs he can give ſatisfactory reaſons for not doing ſo, together with information to whom the Stores, for which no Receipt ſhall have been given, were delivered, in order that we may be acquainted therewith, and cauſe the ſame to be charged accordingly.

When thoſe Receipts are brought back to you, on finding that the whole of them, taken together, comprehend the whole quantity of the Proviſions ſhipped, you are to enter them in the proper Accounts, againſt the reſpective Purſers, as hereinafter deſcribed. But, if the Maſter of any of the ſaid Veſſels ſhould not produce Receipts for the whole of his Cargo, his report of the cauſe thereof, as before required, is to be communicated to us. (V. Art. 67.)

44.]—But when the Commander in Chief ſhall give directions for any quantity of Proviſions or Victualling Stores being ſent to him, and ſhall think proper to order the ſame to be ſhipped in Victualling Tranſports, or other Veſſels in the employ of Government, or in any other Veſſels appointed by him to that ſervice, you are to cauſe an Account to be taken in the Daily Iſſue Book of the exact quantity of each ſpecies of Stores laden in any ſuch Tranſport or other Veſſel, the ſame way in all reſpects as has already been deſcribed; and you are alſo to make out, ſign, and deliver to the Maſter of the Veſſel, a Bill of Lading of his Cargo in the uſual form, furniſhing him at the ſame time with a ſufficient number of blank Receipts, and inſtructing him how to get them filled up and ſigned, in triplicate, by the reſpective Purſers or other perſons to whom he ſhall deliver his Cargo; and frequently reminding Maſters of Tranſports and other Veſſels employed in the above ſervice, that, unleſs they tranſmit to this Office, by the firſt opportunity after receiving the ſame, one of the triplicate Receipts from Purſers or other proper perſons, for the whole of the Cargo entruſted to their care, reſpectively, and another of the ſaid triplicates by the next ſafe conveyance afterwards, they will be made anſwerable for the value of any part for which they may be unable to account, and that they are to reſerve the remaining triplicate, in order to paſs the Account of the Stores committed to their care, with this Office; noting on the back of every ſuch triplicate, by what conveyance they ſent the other two: you are likwiſe to make out, in the manner and form before mentioned, a Receipt, in triplicate, for each Cargo, which the Maſter of the Tranſport or other Veſſel is to ſign, in teſtimony of having received the Proviſions and Stores therein mentioned, and you are to preſerve the ſame as a voucher to your Accounts.

45.]—You are to iſſue Proviſions to Tranſports and other Veſſels in the employ of Government, having Troops on board, in the ſame manner in all reſpects as to His Majeſty's Ships, upon ſimilar demands made by the Maſter, approved by the Agent for Tranſports, if there be one; taking for your guidance in checking ſuch demands His Majeſty's allowance to the Troops while at ſea, as ſet forth in the Scheme before referred to; and you are to take an Account of ſuch Supplies in the Daily Iſſue Book in the uſual manner, and to require from the Maſters of ſuch Tranſports ſimilar Receipts to thoſe given by the Purſers of His Majeſty's Ships, as your vouchers for ſuch Iſſues. Appendix, N 13.

46.]—You are to ſupply the Naval Arſenal with ſuch Proviſions or Stores as the Naval Officer or Maſter attendant may, with the approbation of the Commiſſioner, demand by note under his hand, taking an Account thereof in the Daily Iſſue Book, as uſual, and requiring their Receipts in triplicate for the ſame; but you are not to iſſue Proviſions or Stores to any other Department of His Majeſty's Service, without being ſo authorized by a ſpecial order in writing from the Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent; and for all Stores ſo ſupplied you are to require three Receipts from the Officer to whom they may have been ordered to be delivered.

47.]—No Proviſions or Stores of any kind ſhall on any account whatever be lent or ſpared by you to Merchants Ships or to Ships belonging to Foreign Powers, without an expreſs order from the Commander in Chief, or ſenior Officer of His Majeſty's Ships, or in the event of there being no King's Ship in port, without a ſpecial application from the reſident Commiſſioner, or Governor of the place, ſtating in ſuch order or application the abſolute neceſſity of the ſupply, and the ſpecies and quantity of each article required; you are, after entering the ſame in the Daily Iſſue Book, to take three Receipts for all Proviſions ſupplied under the above circumſtances from the Commander or Maſter of the Ship, which Receipts are to expreſs the name and reſidence of the Owner of the Ship, if a Merchant Veſſel, and from whom the payment can be received in London. To one of thoſe Receipts

you are to annex the order or requiſition in conſequence of which the Proviſions or Stores were ſupplied, and to the other atteſted copies thereof.

48.]—When you may have received an order from the Commander in Chief or ſenior Officer to put any Proviſions or Stores on board Tranſports or other Ships or Veſſels, for conveyance to any of His Majeſty's Victualling Eſtabliſhments or to any diſtant place, you are, after ſuch Proviſions and Stores ſhall have been ſhipped, and an Account taken thereof in the Daily Iſſue Book as already deſcribed, to take three Receipts for the ſame, in the form before mentioned, from the perſon under whoſe charge they are ſent, and to furniſh him with a complete Liſt thereof, ſigned by you, in form of a Bill of Lading; and you are to inform all perſons taking charge of Stores ſhipped as above, that unleſs they procure proper triplicate Receipts for the whole quantity entruſted to their charge, and deliver the ſame to you, provided they ſhall have been hired by you, or if otherwiſe appointed to tranſmit them to this Office as already deſcribed, they will be made accountable for the deficiency; and that they are to be very particular in taking Receipts accordingly for what Proviſions and Stores they deliver.

49.]—Whenever any quantities of new or old Staves, Hoops or other Cooperage Stores, or of Coals, Candles, Salt, Oil, old Biſcuit Bags or any other articles of that deſcription, may be wanted from time to time for carrying on the repairs of Caſks, and other current works and ſervices of the Eſtabliſhment, you are to cauſe your Chief Clerk to attend the iſſue thereof, at ſuch times and in ſuch proportions as you may judge expedient to direct, and he is to take an exact account in the Daily Iſſue Book of the quantity ſupplied on each occaſion, requiring the Foreman of Coopers or other perſon authorized by you to demand the ſame, to ſign his name to the entry which may be made in the Daily Iſſue Book on thoſe occaſions, and you are conſtantly to be very watchful over the conduct of the perſons to whom the expenditure of theſe Stores are entruſted, obſerving that they are faithfully applied to the ſervices for which they were demanded, and that the utmoſt economy be uſed in the expenditure thereof. You are to keep a Book in the annexed form, in which you are conſtantly to enter an Account of the daily expenditure of any Stores of the above deſcription in the columns allotted for them reſpectively, as the ſame ſhall from time to time appear in the Daily Iſſue Book. You are to obſerve that no part of the unſerviceable Wood, Chips, Bran, or other offal of any deſcription produced from converſions or otherwiſe, is to be appropriated to the private uſe of any perſon, but ſuch as may not be uſed in the public ſervice are to be preſerved for being diſpoſed of for the benefit of Government, with other unſerviceable Stores; and an Account of the ſpecies and quantity thereof, as well as of ſuch Stores as may be produced from converſion, is to be from time to time entered in the Daily Receipt Book as they ſhall occur.

Appendix, N° 17.

50.]—If it ſhould at any time be diſcovered that part of a caſk of Wine or Spirits has leaked out in conſequence of a defective ſtave or other cauſe, ſuch caſk is, previouſly to the remainder being drawn off into another caſk, to be examined by you and your Chief Clerk, and principal Cooper, and an exact Account taken in the Daily Iſſue Book of the quantity of Wine or Spirits loſt, noting the cauſe thereof, to which you and they are to ſign your names.

51.]—Whenever any part of the contents of a caſk or package of Raiſins, Cheeſe, Butter, Bread or any other Stores may be diſcovered to have been eaten by vermin, the remainder is in like manner to be ſurveyed, and an exact Account of the quantity deſtroyed entered in the Daily Iſſue Book in all reſpects as before deſcribed; and ſimilar Accounts ſhall be taken of the quantity of any Stores which may be found to have been loſt by ſhrinkage or unavoidable waſte while in the Magazines.

52.]—Whenever any caſks, containing Wine, Spirits, or any other ſpecies of Proviſions, may be in bad condition, or otherwiſe unfit to iſſue, or inconvenient to ſtow, and when, in conſequence thereof, you may judge it neceſſary to draw off or repack their contents into other caſks, you or one of your Clerks are to attend and gauge ſuch caſks as are to receive Wine or Spirits, unleſs they may be of a leſs denomination than half hogſheads, in which caſe the contents are to be aſcertained by meaſurement; and the real contents of each caſk into which any Wine or Spirits may be drawn off, or Proviſions repacked, are immediately on being aſcertained, to be razed on the head thereof; on all ſuch occaſions your Clerks ſhall attend with the principal Cooper, and enter in a Book which is to be kept by you, in the form annexed, the date on which any Wine or Spirits may have been drawn off, or Proviſions repacked, and the ſpecies of Liquor or Proviſions, the number and contents, and deſcription of the original caſks, the number of iron hoops, the date and other diſtinguiſhing marks thereon, ſpecifying from whom, or whence, and the time when they may have been originally received into ſtore. Oppoſite this entry they are to deſcribe the number, contents, and ſpecies of the caſks into which the Wine and Spirits may have been drawn off, or Proviſions repacked, with the number of iron hoops thereon, diſtinguiſhing in the laſt column the exact quantity which may have been loſt by the proceſs of drawing off or repacking.

Appendix, N° 18.

Appendix, N° 19.

53.]—You are to keep a Book, in the annexed form, ſhewing the total quantity of Proviſions and Liquid Stores of each kind, which may be expended in filling up, loſt by drawing off or repacking, by leakage, ſhrinkage, vermin, and waſte of every deſcription, in the courſe of the quarter.

In this Book you are to enter in the proper columns from the Daily Iſſue Book, the total quantity of Wine, Spirits, and other Liquid Stores therein ſtated, at the times of iſſuing theſe Stores to Ships or otherwiſe, to have been on each day expended in filling up the caſks ſo iſſued. You are in the ſame manner to enter in the columns allotted for that purpoſe, the total quantity of any Stores which may have been loſt by leakage, or deſtroyed

by

by vermin, or found deficient by reaſon of ſhrinkage or waſte, while in the Magazines, as the ſame ſhall appear in the Daily Iſſue Book, where thoſe occurrences will, as before directed, have been entered on the diſcovery thereof; you are further to enter in the third diviſion of the ſaid Account, the exact quantity of any ſpecies of Stores which may at any time be loſt by drawing off or repacking, as the ſame ſhall appear by the Account which will, as before directed, have been taken by your Clerk on the occaſion.

Finally.—You are to form a total of the daily entries in the ſaid Account, and inſert the ſame in the laſt diviſion thereof, which will conſtitute the total daily loſs by waſte of every deſcription; and at the end of the Quarter, you are to caſt up the entries under each head, which will ſhew the total loſs by waſte of every deſcription, in the courſe of the Quarter.

54.]—Whenever the time for which any Proviſions, remaining in ſtore, may have been warranted to continue in good condition, ſhall be nearly expired, you are to inform the Commander in Chief, or ſenior Officer preſent, of His Majeſty's Ships, requeſting he will direct three Maſters, or other Officers, to join in a ſurvey thereof; and if none of His Majeſty's Ships be preſent, you are to make a ſimilar application to the Commiſſioner, and requeſt him to ſend two of the Dock-yard Officers, that they may, jointly with you, inſpect with the utmoſt care the ſtate and condition of any ſuch Proviſions; if by this examination, any part thereof ſhall be found unfit for being iſſued to His Majeſty's Ships, a regular Report of Survey in triplicate, ſhall be drawn up by you in the manner and form already deſcribed, and ſigned by you and the other two Officers, and one of the ſaid triplicates ſhall be immediately tranſmitted to the Commander in Chief, and another to this Office. And when, in conſequence thereof, you may have received directions to return the ſame to the reſpective Contractors, or otherwiſe to diſpoſe thereof, regular Accounts ſhall be taken of the quantity ſo returned or diſpoſed of, in the Daily Iſſue Book, and the perſon to whom it may be delivered ſhall be required to ſign proper Receipts, in triplicate, for the ſame.

55.]—Whenever any other Proviſions or Victualling Stores of any deſcription, remaining in the Magazines, may be diſcovered to be unfit for ſervice, or old ſtaves and iron hoops, biſcuit bags, boards ends, &c. ſhall from time to time have ſo accumulated as to require being diſpoſed of, you are, in like manner, to apply for a regular Survey to be held thereon, in the manner before ſpecified, and a ſimilar Report of Survey is to be drawn up, ſigned and diſpoſed of as already deſcribed.

56.]—To prevent the Storehouſes being at any time incumbered with old and unſerviceable Stores, condemned by Survey, you are, from time to time, to deliver an Account to the Commiſſioner, ſhewing the quantity remaining on hand, the periods when they may have been condemned, and the method which may appear to you moſt proper for diſpoſing thereof, in order that he may be ſatisfied that nothing is intended for ſale, that can more profitably be converted to other purpoſes in the Eſtabliſhment, and that nothing is ſold in the country that could with more advantage be ſent to England; to the end that a ſale may take place, or the articles be otherwiſe diſpoſed of, as may be moſt advantageous to His Majeſty's Service. With his approbation, you are to give the uſual public notice, deſcribing the conditions of the ſale, and cauſe ſuch Stores to be ſold by auction, by a ſworn Auctioneer (if there be one) in the following manner.

They ſhall be divided into lots of ſuch ſizes as may be beſt calculated to invite competition in the bidders, and each lot ſhall be put up at a ſum rather below the ſuppoſed value, in order that thoſe who wiſh to purchaſe it may then bid what they think proper; and the beſt bidder ſhall be the purchaſer; who ſhall be required to pay immediately for the ſame, or if the amount be conſiderable, a depoſit of 25 per cent. and the remainder on taking away the Stores.

57.]—You are to give timely notice to the Commiſſioner when the ſale of any old Stores is to take place, in order that, if he think proper, he may attend the ſame; you and your Firſt Clerk are ſeparately to take an account, agreeably to the annexed form, as the ſale proceeds, of the number of every lot, of the rate or price at which it was put up, of the rate and ſum at which it was ſold, and of the name and occupation of the purchaſer, together with the amount of the depoſit money. Appendix, N° 20.

The Account kept by your Clerk is to be ſigned by him and the Auctioneer, and this Account, is to be delivered to the Commiſſioner, to be by him annexed to your Caſh Account, when the ſame comes before him.

The Account, kept and ſigned by yourſelf and the Auctioneer, is alſo to be annexed to the other ſet of Caſh Accounts, as a duplicate voucher.

58.]—When there ſhall be no Commiſſioner on the ſpot, you are to deliver the before-mentioned Account of unſerviceable Proviſions and Stores to the Commander in Chief, or ſenior Officer of His Majeſty's Ships preſent, and to requeſt that he will give orders for the diſpoſal of them, when the ſale is to be conducted, and the Account thereof kept and ſigned, and annexed to your Caſh Accounts, in the manner hereinbefore directed.

59.]—Whenever, from the periſhable condition of any Proviſions, it may not be poſſible to give the uſual notice for the ſale thereof, without manifeſt danger of loſs by delay, you are to repreſent the ſame to the Commiſſioner, and with his conſent to give ſuch public notice as the caſe will admit, and cauſe the ſame to be ſold, and Accounts thereof to be taken and rendered in all reſpects the ſame as before directed.

60.]—In the foregoing inſtructions, the manner in which Proviſions and Victualling Stores of every deſcription are to be received and iſſued, as well as the Accounts neceſſary to be taken thereof at the time of receipt and iſſue, having been fully deſcribed, you are to pay great attention to the following directions, as to the mode of bringing forward ſuch Accounts into ſeparate Books, correſponding to each ſource of receipt, and each branch of expenditure,

expenditure, in order to enable you to make up and tranſmit to us a quarterly ſtatement of all your tranſactions, under diſtinct heads.

61.]—As ſoon as poſſible after any Proviſions or Victualling Stores, delivered by Contractors, or which you may in any way have purchaſed, ſhall have been received, you are from Appendix, N° 21. the Daily Receipt Book to enter in a Book, to be kept in the annexed form, an Account thereof, ſpecifying the date of each delivery, as well as the date of the order for making the purchaſe, the name, reſidence and occupation of the Contractor or Vendor, whether the purchaſe was by contract or private bargain; and oppoſite thereto, in ſeparate columns, the exact quantity of each ſpecies of Proviſions or Stores ſo received, diſtinguiſhing the total number of each deſcription of caſks or packages in which ſuch Proviſions or Stores may have been contained.

Appendix, N° 22. 62.]—You are alſo to keep an account in a Book, in the annexed form, of all Proviſions and Victualling Stores which may arrive from this country, or elſewhere, conſigned to you in Victualling Tranſports, or otherwiſe, in which you are from time to time, as the ſame ſhall appear in the Daily Receipt Book, to ſpecify the date on which any cargo may have been received, the port from which the ſame may have been ſent, and the name of the Veſſel and of the Maſter that conveyed the ſame, diſtinguiſhing in the proper columns the exact quantity of each ſpecies of Proviſions or Stores received in a ſerviceable condition, and deſcribing the caſks or packages in the manner before-mentioned. But ſhould any part of the cargo have received damage, or be in an unſerviceable condition, the quantity in ſuch ſtate is (V. Art. 75.) not to be included in this Account, but accounted for, with other condemned Stores, in the manner hereinafter directed.

Appendix, N° 23. 63.]—You are alſo to keep an Account in a Book, in the annexed form, wherein you are from time to time to enter from the Daily Receipt Books, the exact quantity of each ſpecies of ſerviceable Proviſions which you may on any occaſion have been directed to receive from any of His Majeſty's Ships or Veſſels of War, Navy Tranſports, &c. diſtinguiſhing in the proper columns the date of ſuch Return, the name of the Ship, and of the Purſer or other Officer entruſted with the Proviſions; and oppoſite each entry you are to inſert in the columns allotted for them the number of caſks, packages, &c. in which the Proviſions deſcribed in ſuch entry were contained.

Appendix, N° 24. You are to keep another Book, in the form annexed, in which you are from time to time to enter from the Account hereinbefore directed to be taken thereof, an Account of the quantity and ſpecies of empty caſks, hides, tallow, biſcuit bags, empty lemon juice caſes, bottles, &c. which may on any occaſion have been returned to you, from any of the Ships or Veſſels laſt-mentioned, diſtinguiſhing in the proper columns the date of each Return, the name of the Ship from which the Stores were received, and of the Purſer or Officer entruſted therewith.

Appendix, N° 25. 64.]—You are alſo to keep a Book, in the annexed form, for containing an Account of all Proviſions in a ſerviceable condition, which may be received by you from Army Tranſports,

Appendix, N° 26. as well as a Book, in the annexed form, for containing an Account of the empty caſks, packages, and other ſtores, of the nature before mentioned, which may happen to be at any time returned to you from the ſaid Veſſels; in both which Accounts you are to enter, from time to time, as the ſame ſhall appear in the Daily Receipt Book, an Account of empty packages, the date of each Return, the name of the Tranſport, and of the Maſter, with the exact quantity of Proviſions or Stores, as the caſe may be, in the ſame manner in all reſpects as has been before directed with reſpect to Returns from Ships of War, &c.

65.]—You are further, from the Daily Receipt Book, or Book of the Returns of empty Appendix, N° 27. caſks, &c. to make up an Account in a Book, in the annexed form, of all empty caſks and other Stores (except condemned Proviſions) which may have been received from Victualling Tranſports, and other Veſſels diſpatched from the Fleet at ſea, in which you are to ſpecify the date of each receipt, the Fleet and Station from whence ſent, and the name of the Veſſel and Maſter that conveyed the ſame, with the exact quantity of each ſpecies of Stores received.

66.]—You are likewiſe, from the Daily Receipt Book, to make up an Account of ſuch Victualling Stores or other Articles, as may be received from the Dock-yard Naval Hoſpital,

Appendix, N° 28. or any other Department of His Majeſty's Service, in a Book to be kept in the annexed form, ſpecifying the date when, and the Department from which ſuch Stores may be received, and the name and quality of the Officer who ſupplied the ſame, together with the exact quantity of each ſpecies of Stores.

At the end of the Quarter, the Storekeeper is to caſt up the entries in the four Accounts before mentioned, ſo as to ſhew the total quantity of Proviſions and Victualling Stores, which may have been received in the courſe of the Quarter from each of the foregoing ſources.

Appendix, N° 29. 67.]—You are to keep a Book, in the annexed form, in which you are, from day to day, to enter from the Daily Iſſue Book, an exact account of the ſpecies and quantities of ſuch Proviſions and Victualling Stores as may be iſſued by you to any of His Majeſty's Ships and Veſſels of War, Navy Tranſports, &c. diſtinguiſhing in the columns provided for that purpoſe, the date of each iſſue, with the name of the Ship and Purſer ſupplied on ſuch occaſion.

Appendix, N° 30. 68.]—You are alſo to keep another Book, in the annexed form, in which you are to enter, from time time, an Account of ſuch Proviſions and Victualling Stores, as you may on any occaſion ſupply to Army Tranſports; ſpecifying the date of each ſupply, the name of the Veſſel and Maſter, in the ſame manner in all reſpects as before pointed out with reſpect to iſſues to Ships of War, &c.

69.]—

69.]—You are to enter in a Book, in the annexed form, an Account of all Provisions and Victualling Stores, which may happen to be on any occasion shipped in regular Transports or other Vessels, nominated by the Commander in Chief for that duty, for the Fleet at Sea, as the same shall appear in the Daily Issue Book, inserting the date of any such shipment, the name of the Admiral or other Officer to whom the cargo may have been consigned, and the Station of the Fleet, the names of the Master and Vessel conveying the same, with the exact quantity of each species of Provisions and Stores so shipped. Appendix, N° 31.

70.]—You are likewise to keep a Book, in the annexed form, wherein you are, from time to time, to enter from the Daily Issue Book, an Account of all Provisions and Victualling Stores which may have been shipped for other Victualling Establishments or distant places, specifying the date of any such shipment, the port or place to which the cargo may have been sent, the name of the Vessel and Master conveying the same, with the exact quantity of each species of Provisions and Stores composing such cargo. Appendix, N° 32.

71.]—You are further to keep a Book, in the annexed form, in which you are, from time to time, to enter from the Daily Issue Book, an Account of any Provisions or Victualling Stores which you may have supplied in the course of the Quarter to the Dock yard Naval Hospital, or any other Department of His Majesty's Service, or which may have been ordered to be supplied to Merchant Vessels or Ships belonging to Foreign Powers in distress; specifying the date of any supply of the above nature, the name and quality of the Officer who may have received the same, the Department to which the supply was made, or if a Merchant or Foreign Ship has been supplied, the name of such Ship and of the Owner, and Master or Commander. Appendix, N° 33.

72.]—You are also to keep a Book, in the annexed form, in which you are to enter an Account of such Provisions or Victualling Stores of any description, as may have been disposed of by public sale, in a serviceable condition; and you are, from the Account of the sale before described, to enter in this Book the date of any such sale, with the total quantity of each species then sold of the above description. Appendix, N° 34.

73.]—You are to keep a Book, in the annexed form, in which you are to specify, in the shape of debtor and creditor, the manner of the receipt and disposal of all decayed Provisions and Victualling Stores, which may at any time come into your charge, from Ships or otherwise, or become unserviceable while remaining in the Magazines. On the debtor side you are, from the Daily Receipt Book, in the order in which any unserviceable Stores, shall from time to time come into your possession, to insert the date of the Report of Survey held thereon; specifying whether the Stores have been returned from the Ship, Transport, Victualler, or other Vessel, and if so, the name of the Ship or Vessel, and of the Purser or Master, or other person, whether they have been received from any other Victualling Establishment, or any other Department of His Majesty's Service, and if so, the name of the Establishment or Department, and of the Officer from whom the same were received, or whether they have been condemned in the Magazines, and inserting in distinct columns, the exact quantity of each species of Provisions or Stores which may have beeen condemned as aforesaid. On the credit side you are, from the Sale Book before mentioned, to specify from time to time, in the order of dates, the exact quantity of unserviceable Provisions or Stores which may have been disposed of by public sale. You are to specify also, in the order of dates, from the Daily Issue Book, the quantity which may have been at any time issued for being converted (such as condemned wine for being made into vinegar) or which may have been returned to Contractors, as being condemned before the warranty expired, shipped or sent to any other Victualling Establishment or Department of His Majesty's Service, cast away as being a nuisance and of no value, or which may have been disposed of in any other way. Appendix, N° 35.

74.]—Having, in the manner before pointed out, posted all the entries in your Daily Receipt and Issue Books, and other Accounts of the Receipt and Expenditure of Stores in the Books appropriated to the respective heads of Receipt and Issue, you are at the end of the Quarter to sum up the entries made in each Book in the course of the Quarter, and from the whole you are to frame a general Abstract, in a Book to be kept in the annexed form, shewing the total of Provisions and Victualling Stores of every description remaining in store at the commencement of the Quarter, the quantities received, issued and expended in the course thereof, and the remains at the termination of the Quarter, distinguishing the serviceable from the unserviceable. The debit side of the Account of serviceable Provisions and Stores is to contain the following heads:— Appendix, N° 36.

1st. The remains in store at the commencement of the Quarter.

2d. The total quantity received from Contractors, or otherwise purchased.

3d. The total quantity consigned to you from this country or elsewhere.

4th. The total quantity returned into store from Ships and Vessels of War, Tenders and Navy Transports, &c. distinguishing the returns of Provisions from the returns of empty Casks, Staves, &c.

5th. The total quantity returned from Army Transports, distinguishing the Provisions from the empty Casks, &c. as aforesaid.

6th. The total quantity of empty Casks, &c. sent in from the Fleet at Sea in Victualling Transports.

7th. The total quantity of Provisions and other Stores received from other Departments of His Majesty's Service.

8th. The total quantity arising from conversion in the Establishment.

9th. The total quantity of Staves arising from Casks shaken.

All which totals, consisting of entries under each head, are to be added together, and the grand total thus formed will constitute the quantity for which you are accountable.

The credit ſide of this Account is to conſiſt of the following heads:—

1ſt. The total quantities of Proviſions and Victualling Stores iſſued to His Majeſty's Ships and Veſſels of war, Navy Tranſports, Tenders, &c.

2d. The total quantities iſſued to Army Tranſports.

3d. The total quantities conſigned to the Commander in Chief for the uſe of the Fleet at Sea, in regular Tranſports, or Veſſels appointed by himſelf to that duty.

4th. The total quantity conſigned to other Victualling Eſtabliſhments or diſtant parts.

5th. The total quantities ſupplied to other Departments of His Majeſty's Service, or lent or ſpared to Ships in diſtreſs.

6th. The total quantities that may have been diſpoſed of by public ſale.

7th. The total quantities expended in carrying on the public works and ſervices of the Eſtabliſhment.

8th. The total quantities loſt by leakage and waſte of every deſcription.

9th. The total quantities which may have been condemned by Survey in the Magazines, and carried to the debit of the Account of unſerviceable Stores.

10th. The total quantity of Caſks ſhaken; and,

11th. The total quantities remaining in ſtore at the end of the Quarter.

All which totals are in like manner to be added up, and the grand total, which is the whole credit to which you are entitled, ought to correſpond exactly with the grand total of the debit ſide.

75.]—Immediately following the above-mentioned Abſtract of ſerviceable Proviſions and Stores, you are to form a ſimilar Abſtract of the quantities of unſerviceable Proviſions and Victualling Stores received or iſſued by you; the debit ſide of which is to conſiſt of the following heads:—

1ſt. The total quantity which may have remained undiſpoſed of at the commencement of the Quarter.

2d. The total quantity returned from Ships and Veſſels of War, Tenders, &c.

3d. The total quantity received from Army Tranſports.

4th. The total quantity received generally from the Fleet at Sea from Victualling Tranſports.

5th. The total quantity landed from Victuallers or other Craft employed in the conveyance of Proviſions which may have been damaged in the paſſage.

6th. The total quantity which you may have received from any other port or in any other manner; and,

7th. The total quantity condemned in the Magazines, and taken credit for in the Abſtract of ſerviceable Stores. All which totals are to be added together, that the grand total may ſhew the whole quantity with which you have been charged.

The credit ſide of the ſaid Abſtract of unſerviceable Proviſions and Stores is to conſiſt of the following heads:—

1ſt. The total quantity diſpoſed of by public ſale.

2d. The quantity which may have been iſſued for converſion, and the produce charged in the Abſtract of ſerviceable Proviſions and Stores.

3d. The total quantity returned to Contractors by reaſon of having become unſerviceable, before the expiration of the time for which they had been warranted.

4th. The total quantity ſent to any other Victualling Eſtabliſhment or Department of His Majeſty's Service, or ſent to England.

5th. The total quantity caſt away by authority of the Commiſſioner, being a nuiſance in ſtore; and,

6th. The total quantity remaining undiſpoſed of at the termination of the Quarter.

All which totals are in like manner to be added together, ſo as to ſhew the whole quantity for which you are entitled to credit, and which ought to correſpond with the grand total of the debit ſide.

76.]—But as certain articles of Stores neceſſary for carrying on the different works and ſervices of the Department, cannot with propriety be included in the ſaid general Abſtract; and as a ſeparate Book has been preſcribed for the entry of the receipt and iſſue of ſuch articles, you are from that Book to make out at the end of the Quarter a ſeparate Abſtract in a Book to be kept by you, in the annexed form, wherein you are to inſert a liſt of the different ſpecies of implements, utenſils and other ſtores and neceſſaries of the deſcription above alluded to, which may either have been received or iſſued by you in the courſe of the Quarter; and oppoſite each ſpecies you are to inſert the total number or quantity which may have remained in your charge unappropriated at the commencement of the Quarter, and the total number or quantity which you may have received ſince that time in addition thereto, diſtinguiſhing in the ſeparate columns how and from whence the ſame were delivered in, and forming a total of theſe ſeveral entries. You are alſo to inſert, in the proper columns, the total number or quantity of each ſpecies iſſued by you in the courſe of the Quarter, diſtinguiſhing for what ſervice iſſued, and ſhewing the total number or quantity remaining in ſtore unappropriated at the termination thereof, forming in like manner a total of thoſe ſeveral entries.

Appendix, N° 37.

77.]—Having, in the manner before mentioned, completed the Account of all Tranſactions in the Quarter relative to Stores, under diſtinct heads, you are, from thence, to make up, in duplicate, a Quarterly Account, in the method ſhewn in the Appendix, for being tranſmitted to this Office, which is to conſiſt of the following Accounts tranſcribed in the order after-mentioned, viz.

Appendix, N° 38.

1ſt. A Copy of the Account of Proviſions and Stores received from Contractors.

2d. - - - - - - - - - of Proviſions and Stores conſigned to you from this Country or elſewhere.

3d. A

3d. A Copy of the Account of ſerviceable Proviſions returned from Ships and Veſſels of War.
4th. - - - - - - - - - of Empty Caſks, &c. D°
5th. - - - - - - - - - of ſerviceable Proviſions returned from Army Tranſports.
6th. - - - - - - - - - of Empty Caſks, &c. D°
7th. - - - - - - - - - of Stores received from other departments of His Majeſty's Service.
8th. - - - - - - - - - of Stores received from the Fleet at Sea in Victualling Tranſports and other Veſſels.
9th. - - - - - - - - - of Proviſions and Victualling Stores iſſued to Ships and Veſſels of War.
10th. - - - - - - - - - D° to Army Tranſports.
11th. - - - - - - - - - D° to other Victualling Eſtabliſhments or Places at a diſtance.
12th. - - - - - - - - - D° to the Fleet at Sea in regular Tranſports.
13th. - - - - - - - - - D° to other Departments of His Majeſty's Service, lent or ſpared.
14th. - - - - - - - - - of Stores expended in the current Services of the Eſtabliſhment.
15th. - - - - - - - - - of ſerviceable Proviſions or Victualling Stores, if any ſold by Auction.
16th. - - - - - - - - - D° loſt by Leakage and Waſte of every deſcription.
17th. - - - - - - - - - of Caſks ſhaken, and Staves, &c. produced therefrom.
18th. - - - - - - - - - of the Receipt and Diſpoſal of unſerviceable Stores.
19th. - - - - - of the General Abſtract.
20th. - - - - - the Abſtract of the Receipt, Expenditure, and remains of Implements, Tools, &c.

78.]—You are to lay the Quarterly Account, made up in duplicates as before deſcribed, before the Commiſſioner, as ſoon as poſſible; but at all events within a Month after the expiration of the Quarter; and to enable him to proceed in the examination thereof, as hereinbefore mentioned, you are to attach to each of theſe duplicates the original Vouchers undermentioned (provided you are poſſeſſed of more than one original Voucher of each deſcription, otherwiſe you are to ſubſtitute Copies, which are to be atteſted by the Commiſſioner) in ſupport of each entry in the Accounts deſcribed, oppoſite to them reſpectively ——— viz.

As Vouchers to

The Tradeſmens Bills, certified as to the propriety of the rates and prices in the manner hereinafter directed, and the Commander in Chief's order for making ſuch purchaſes.

The Receipts granted by Maſters of Tranſports and other Veſſels on taking in their Cargoes, forwarded to you from the Port whence they ſailed, with the ſame notations made by you thereon as on their reſpective Bills of Lading.

The Bills of Parcels or Accounts delivered by Purſers or Maſters of Tranſports, with ſerviceable Proviſions.

Receipts from Purſers of Ships and Veſſels of War, and Maſters of Army Tranſports.

Receipts for the Cargoes given by the Maſters of the Veſſels in which the Stores were ſhipped.

Receipt for the Cargo given by the Maſter or other Perſon having charge of the Veſſel in which Stores are appointed to be laden.

Receipt of the Officer or other Perſon ſupplied with the Stores, with the Commander in Chief or other Officer's order or requiſition for the ſupply.

Book in which an Account has been taken of each lot of unſerviceable Stores ſold by Auction, Receipts, Certificates or other Documents, beſides the various Reports of Survey.

The Account of Proviſions and Stores received from Contractors, or otherwiſe purchaſed.

The Account of Proviſions and Stores conſigned to you from this Country or elſewhere.

The Accounts of ſerviceable Proviſions received from Ships of War, and from Army Tranſports.

The Account of Proviſions and Stores iſſued to Ships and Army Tranſports.

The Account of Stores ſhipped to other Victualling Eſtabliſhments or Places at a diſtance.

The Account of Stores ſhipped for the Fleet at Sea in regular Tranſports, or Veſſels nominated by the Commander Chief.

The Account of Stores ſupplied to other Departments of His Majeſty's Service, or lent or ſpared to Ships in diſtreſs.

The Account of the Receipt and Diſpoſal of unſerviceable Stores.

But, as ſeveral of the Accounts which form part of your Quarterly Account, are not of a nature to be ſupported by ſeparate Vouchers, particularly the Account of Stores expended in carrying on the current Services of the Eſtabliſhment, and the Account of Proviſions and Stores loſt by leakage, filling up, and waſte of every deſcription (the particulars of which it is deſirable to inveſtigate, as ſoon as may be after the tranſactions have taken place, that ſuch explanation

explanation as the caſe may require may be procured on the ſpot) you are, therefore, in addition to the documents before mentioned, to lay your Daily Receipt and Daily Iſſue Book before the Commiſſioner, with any other Book or Account in your poſſeſſion which he may deſire; and he is further empowered, if he ſee cauſe, to call for any explanation on the ſubject of your Accounts, or the expenditure of public Stores, not only from yourſelf, but from ſuch other perſons as may be able to afford him the information required.

79.]—When the Commiſſioner ſhall have fully examined and ſatisfied himſelf of the correctneſs of your Account, and certified his approval thereof in the manner formerly deſcribed, you and your Chief Clerk are, in the Commiſſioners preſence, to take and ſubſcribe the Affidavits pointed out for you reſpectively, on the laſt page of each of the duplicates of the Quarterly Account, as preſcribed in the form thereof before referred to; ſtating that, in ſo far as you have been reſpectively concerned in the matters ſet forth in the ſaid Account, the ſame is juſt and true in all its parts.

Appendix, N° 39. 80.]—At the expiration of each month, you are to make up, in the annexed form, an Account of the total quantities of Proviſions and Victualling Stores of every deſcription remaining in your charge, adding thereto, for our information, the quantities which compoſe the cargoes of ſuch Victuallers or other Veſſels which may have arrived conſigned to you (but not unladen) as the ſame ſhall appear by their Bills of Lading, and alſo the quantity of any Proviſions and Stores which you may have purchaſed, but have not then received; in order that we may know the real ſtate of your means of ſupply; and on theſe Monthly Accounts, which are invariably to be tranſmitted by the firſt opportunity, you are to ſtate for what time in your opinion the Squadron, on an average, is victualled.

But, ſhould the Proviſions and Stores in your charge at any time be reduced by unexpected demands, or ſhould you foreſee a likelihood of an unuſual ſupply of Proviſions being required, you are without fail to acquaint us therewith by the firſt opportunity, ſending at the ſame time the Account of the remains in the Magazines; and you are to obſerve, that duplicates of the before-mentioned Accounts, as well as of every Letter which you may write to us, are invariably to be ſent by the next opportunity after the originals ſhall have been tranſmitted; and whenever you may, with a view of giving us the earlieſt information, diſpatch a Letter by any doubtful conveyance, you are without fail to ſend a triplicate thereof.

81.]—You are, at the end of every Quarter, and oftener if directed, to prepare and lay before the Commander in Chief or ſenior Officer of His Majeſty's Ships on the Station, an Abſtract, in the ſame form as the Monthly Account laſt-mentioned, ſhewing the total quantities of ſerviceable Proviſions at that time in ſtore. Beſides this Quarterly Abſtract, you are, as ſoon as poſſible after the 31ſt of December in each year, to make out a copy of the balance line of your general Abſtracts of Stores received and iſſued up to that day; ſhewing the total quantities of each ſpecies of Proviſions and Victualling Stores remaining in your charge at the end of the year, and to apply, in writing, to the Commander in Chief or ſenior Officer preſent of His Majeſty's Ships, to order the ſame to be ſurveyed by ſuch Maſters or other perſons as he may think proper, in the manner before pointed out with reſpect to taking a Survey on the death or removal of an Agent Victualler, in order to aſcertain and certify whether the quantities ſtated by you to remain are actually in ſtore. The Report of Survey is to be made out in triplicate, and ſigned by the Surveying Officers; one copy of which is to be delivered to the Officer who ordered the Survey, to be by him tranſmitted to this Office by the firſt opportunity; another copy is to be delivered to the Commiſſioner, for being by him annexed to your Store Account, when the ſame ſhall come before him for examination and tranſmiſſion; and the third copy is to be attached to the ſet of Accounts which is to remain in your Office. In addition to this annual Survey, you are to take every opportunity, whenever there ſhall be only a ſmall quantity of any particular ſpecies of Proviſions or Stores in the Magazines, to take an account thereof, and to compare the actual remains with your Account of ſuch articles; and whenever the actual remains of any articles of Store ſhall be found to differ from the Account thereof, you are ſpeedily to inform us thereof, and to give every explanation in your power relative to the cauſe of ſuch difference.

82.]—You are to charge yourſelf with all public monies ariſing from the ſale of Stores, or otherwiſe coming into your poſſeſſion; and whenever there ſhall be a neceſſity for your taking up money for the public ſervice by bill, you are to repreſent it, by Letter, to the Commander in Chief or ſenior Officer of His Majeſty's Ships preſent, ſtating the balance in your hand, the ſum required, and the purpoſes for which it is wanted; obſerving, that you are never to have in your hands at one time, more money than the probable amount of the current contingent expences of the Eſtabliſhment for two months, unleſs the rate of exchange ſhould be ſo favourable as to offer an advantage deſerving of attention; in that caſe you are to repreſent it to the Commander in Chief or ſenior Officer as above directed, and, with his approbation in writing, you may draw upon us for the probable amount of the expenditure of two months more, according as he may judge proper to direct.

83.]—You are to acquaint the Commiſſioner whenever you may receive directions to draw for money, and, with his approbation, to apply in writing to the Poſtmaſter, Collector of the Cuſtoms, Receiver for Greenwich Hoſpital, or other Officer in the practice of remitting money to England on account of Government, ſtating the ſum for which you are authorized to draw, and offer to each of them in ſucceſſion Bills of not leſs than £.100 each, at the governing rate of exchange, for the whole or ſuch part of the ſum required as they may be reſpectively able to furniſh; but, in caſe the whole cannot be procured from any one or all of thoſe Officers, then ſo many days public notice ſhall be given as the Commiſſioner ſhall, according to local circumſtances, judge proper to fix, ſtating, that Bills on us of not leſs than £.100 each will be given to any perſon or perſons who will furniſh you with money at the beſt rate of exchange; and according to the tenders moſt advantageous for Government,

the reſidue of the money required is to be procured. The tenders ſhall be received, ſealed up, and accepted under the ſame regulations in every particular as directed with reſpect to the purchaſe of Stores. (V. Art. 19.)

84.]—Your Bills of exchange are to be numbered in progreſſion, beginning with number one, in each Quarter, and made out in the annexed form, at thirty days ſight, filled up with the real names and occupations of the perſons who furniſhed the Money, or the Proviſions or Stores for which the Bill is drawn, or who ſhall otherwiſe be entitled thereto; and the ſum is to be expreſſed in words at length both in ſterling and currency; the rate of exchange, premium or diſcount on public Bills on London, on the day they are drawn, are to be inſerted, and certified at the foot of each Bill by two principal Merchants of the place, whoſe reſpectability the Commiſſioner muſt certify by his ſignature. You are to obſerve that all Bills drawn on us by you, are to be approved by the Commander in Chief or ſenior Officer of His Majeſty's Ships, and that the Public is always to have the benefit of the exchange; and you are to charge yourſelf therewith in your Caſh Account accordingly. You are to annex thereto, as vouchers to all Bills drawn, an atteſted copy of your application to the Commander in Chief on the ſubject, with his original authority to you for drawing ſuch Bills, as well as the original anſwers of the public Officers to whom the Bills in the firſt inſtance ſhall have been offered, together with the advertiſements or atteſted copies of other public notices given, in caſe of the ſaid Officers inability to ſupply the ſum wanted, and alſo the original tenders received on the occaſion. You are invariably, by the firſt opportunity, to adviſe us of each Bill drawn by you on this Board, ſtating in your letter of advice the amount thereof, and for what purpoſe the money was required. Appendix, N° 40.

85.]—You are to tranſmit to us, with your Quarterly Caſh Accounts hereinafter mentioned, a ſtatement agreeably to the annexed form, of the daily rate of exchange, ſhewing the fluctuation in the courſe of the Quarter, which is to be atteſted by the Collector or Chief Officer of the Cuſtoms, and by two of the principal Merchants of the place, and ſhall alſo be ſigned by either the Commander in Chief or ſenior Officer, in proof of his being ſatisfied of the correctneſs thereof, and of the reſpectability of the Merchants who atteſt the ſame. Appendix, N° 41.

86.]—All Contractors, Merchants and Tradeſmens Bills for Proviſions or articles of Stores of any deſcription, or performance of Works, are to be made out in the annexed form, which after having the ſeveral certificates thereon preſcribed properly filled up, you are to pay, in the preſence of two of your Clerks, who are to ſubſcribe their names as witneſſes thereto. Such as may amount to £.100 and upwards, you are to pay by giving Bills on us for the ſame, but the amount of whatever payments you may make under £.100. is to be paid out of the money which you are allowed to have in your hands for paying the contingent expences of the Eſtabliſhment. Appendix, N° 42.

87.]—On the Purſer of any of His Majeſty's Ships producing a certificate according to the annexed form, ſigned by the Commander and Maſter, ſtating the complement of the Ship, the time for which ſhe is victualled, and that ſhe is actually complete for the time with all the neceſſaries uſually furniſhed by the Purſer, and ſtating alſo, in caſe neceſſary money has before been ſupplied, the date of the laſt certificate and the number of days for which neceſſary money ſhall then be due, you are to ſupply him with money at the rate of one halfpenny per man per day, if the complement of the Ship exceeds 343 men; but if the complement ſhall conſiſt of 343 men or under, you are to furniſh him with neceſſary money according to the annexed ſcheme, taking his receipts in triplicate for the ſame, as your voucher for the expenditure of the money. Appendix, N° 43. Appendix, N° 44.

88.]—Whenever the Purſer of any of His Majeſty's Ships ſhall produce to you an Account, in the annexed form, of Proviſions ſaved by the Ship's Company, or ſhort allowed, ſtating the quantities, the rates, and amount of money due for the ſame, with a certificate thereon ſigned by the Captain or Commander, a Lieutenant and the Maſter, ſtating that the money therein inſerted is actually due to the Ship's Company for ſuch ſavings, or ſhort allowance of proviſions, you are to examine the ſaid Account, to aſcertain whether the ſums therein expreſſed to be due, be accurately caſt, agreeably to the rates of allowance ſpecified in the annexed Table, and, finding the ſame correct, you are to furniſh the Purſer with the amount according to the ſterling value, taking his receipt in triplicate for the ſame, as your voucher for ſuch charge in your Accounts. Appendix, N° 45. Appendix, N° 46.

89.]—You are, from the complete Book of the Eſtabliſhment, to make out in duplicate, at the end of every month, a pay-liſt in the annexed form, which is to contain your own name, and the name and quality of every perſon employed under you, carefully examining the Daily Muſter or Check Book, and ſetting off againſt each name the number of days checked, and the number of days each perſon has actually been employed, the rate of Salary, Pay and other Allowances, the deductions, including the amount of the Civil Liſt Duty, from yourſelf and Clerks, and the net ſum due to each perſon in the currency of the place; and within three days after the expiration of each month, you are to deliver the ſaid Pay Liſt to the Commiſſioner, and to requeſt that he will appoint a day for comptrolling the payment thereof, when you are, in his preſence, to pay the ſeveral perſons the reſpective ſums which ſhall be due to them, taking care to cauſe them to ſign their names in the proper column, as an acknowledgment of having received the ſame; and the Commiſſioner will certify that the ſame was paid in his preſence, and alſo ſignify his opinion whether the rate, at which the perſons were hired, was the loweſt at which they could be procured, and whether they were really neceſſary for the public ſervice. The Pay Liſt, thus atteſted, is to be tranſmitted to this Office by the firſt opportunity after the payment ſhall have taken place, obſerving that no eraſure is ever to be made therein, but any error which may have occurred is to be corrected in red ink. Appendix, N° 47.

90.]—Should there be at any time an Agent appointed to accompany the Squadron on your ſtation, for the purpoſe of procuring proviſions and refreſhments for the men at places

where the ſquadron may touch, or in the neighbourhood of ſuch ſtation where it may be cruizing, you are to ſupply him from time to time with ſuch money as the Commander in Chief of His Majeſty's Ships ſhall direct, taking the ſaid Agent's receipts in triplicate for the ſame, one of which, with the original order from the Commander in Chief, you are to tranſmit to this Office as vouchers to your Accounts.

91.]—You are to keep your Account of Caſh received, and Diſburſements made, in the currency of the place, and alſo in ſterling. At the end of every Quarter, you are to make out a ſtatement, in duplicate, of all your Receipts and Diſburſements of money during that Quarter, and carry your balance to a freſh Account accordingly. The before-mentioned ſtatements of your Accounts ſhall conſiſt of a Quarterly General Account current, in the annexed form, the debtor ſide of which is to contain the Amount of ſuch Diſburſements as you may have made on each branch of ſervice, including the Salaries, Wages, and other allowances paid to yourſelf, and to the Clerks and Workmen of the Eſtabliſhment: And the credit ſide is to contain the Amount of ſuch ſums of money as ſhall accrue from the ſale of ox-hides, condemned proviſions, old and unſerviceable ſtaves, hoops, wood and chips, together with ſuch ſums as you may have drawn for on us, or which may come into your poſſeſſion by any other means. At the foot of each of theſe duplicates you are to take and ſubſcribe an Oath, in the form preſcribed thereon, and you are to deliver them, accompanied with an Account, alſo in duplicate, in the annexed form, containing the particulars of your Diſburſements, with regular bills, receipts, and atteſted vouchers for every expence incurred during the Quarter, together with the Store Accounts before-mentioned, to the Reſident Commiſſioner of the Navy for examination.

Appendix, N° 48.

Appendix, N° 49.

92.]—You are to requeſt the Commiſſioner to inform you of the name of the Ship by which the Accounts are ſent, the time of her ſailing, and the name of the perſon into whoſe charge he may have delivered them; and who is to be required by him to forward them to us immediately on his arrival at any port in this country; but, ſhould there be a Naval Storekeeper, or Collector of the Cuſtoms at ſuch port, to deliver them into his hands, for the purpoſe of being forthwith tranſmitted to us; you are to acquaint us by what conveyance your Accounts have been tranſmitted, and, if there ſhall be reaſon to ſuppoſe that the Ship or Veſſel in which they may have been ſent, has been captured or loſt, copies thereof ſhall be forwarded by the firſt opportunity; and, on the inſide, you are to write the following words:—"A copy of the "original ſent by, (*inſerting the ſhip's name and time of her ſailing.*)

93.—You are to tranſmit to us at the expiration of each month, an Abſtract of all Orders and Letters received from us in the courſe of that month, ſpecifying ſuch of them as remain unexecuted or unanſwered; and alſo ſtating thereon, an Abſtract of ſuch Letters, (ſpecifying their dates) as you may have written to us, which have not been anſwered.

94.]—You are to inform yourſelf very particularly of the reſources of the place where you may be ſtationed; and alſo of the country adjacent thereto, communicating occaſionally to us what Proviſions or Victualling Stores are produced there at a cheaper rate than they can be ſent from England; you are alſo to inform yourſelf what Stores of all other deſcriptions can be procured on the ſpot, in caſe of emergency, and an abſolute neceſſity of having recourſe to this mode of furniſhing any article uſually ſent from England.

95.]—You are to add to theſe inſtructions all ſuch additional orders as you may from time to time receive, in the nature of permanent or ſtanding regulations, in order that the code may at all times be kept complete, which, in caſe of your removal, is to be left with your ſucceſſor.

96.]—You are carefully to preſerve all original Orders and official Letters which you may receive, and, at the end of every year, cauſe them to be bound together in one volume. You are alſo to enter in a Book to be kept for that purpoſe, all Letters which you may have occaſion to write on the public ſervice; and you are to form, and regularly keep complete, an Alphabetical Index to each of the before-mentioned Books, in order that reference may, at any time, be had to every Order which you have received, or Letter you may have written; and theſe Books are to be depoſited in your Office for the information of your ſucceſſor.

97.]—You will be furniſhed from time to time by us, on requeſting the ſame, with ſuch printed form paper as may be neceſſary for keeping your Books and Accounts, but you are to take every precaution to prevent any of it from being unneceſſarily expended, waſted, or appropriated to any other purpoſe than that for which it is intended; and you are to cauſe a ſtrong prohibition to this effect to be hung up in your Office.

98.]—Such Salaries, clear of all deductions, being eſtabliſhed for yourſelf and your Clerks, as are deemed proportionate to the truſt repoſed in you reſpectively, and the ability and conſtant attendance required of you, in your ſeveral ſituations, no other compenſation whatever will be allowed, on account of extra attendance of yourſelf or Clerks.

99.]—Neither yourſelf, nor any of your Clerks ſhall at any time, on any account, or under any pretence whatever, directly or indirectly, make known, in writing, or otherwiſe, to any Merchant, Contractor or other Perſon, except thoſe to whom you are authorized by theſe inſtructions to make ſuch communication, any information relative to the quantity or condition of Proviſions and Victualling Stores in your charge, or reſpecting any orders or demands which you ſhall receive for ſupplying any of His Majeſty's Ships with a proportion of Proviſions and Victualling Stores for a longer time than is uſually allowed, in order to prevent any unfair advantage being taken at any time in conſequence of the reduced ſtate of the Magazines. Neither you nor any of your Clerks ſhall, either directly or indirectly, have any intereſt or concern whatever in any Proviſions or Stores of any kind, which may be purchaſed for the ſervice of Government, nor in the purchaſe of any Proviſions or Stores, whether ſerviceable or unſerviceable, which may be ſold by Government; nor are you nor any of your Clerks, by any ways or means whatever,

whatever, to uſe or make any advantage of the Proviſions and Stores belonging to the Public; nor are you or they, nor any perſon for you or them, either directly or indirectly, to demand or receive under any name, promiſe, or pretence, whatever, any perquiſite, fee, gratuity, or reward, from any Merchant, Contractor, Tradeſman, or other Perſon, having any connexion, either as a principal or an agent, with any part of your or their public duty, or having any buſineſs to tranſact either at the Victualling Eſtabliſhment or at this Office: nor are you or any of your Clerks, or any perſon in your or their behalf, to receive any fee, gratuity, or reward whatever, for the nomination, admiſſion, or advancement of any Clerk or other perſon, to be employed in any capacity whatever in the Victualling Eſtabliſhment; nor are you or they, either directly or indirectly, in any ſhape or manner, to have any intereſt or concern in any Veſſel or Boats which may be purchaſed or hired for the ſervice of Government; to this effect, you and all your Clerks reſpectively, before entering on the duties of your ſeveral Offices, are to take an Oath in the annexed form, and Appendix, N° 50. give a Bond, in three times the amount of your reſpective ſalaries, an atteſted copy of which Appendix, N° 51. Oath and Bond ſhall be tranſmitted to this Office by the firſt opportunity; and ſhould you, or any of your Clerks, act in any reſpect contrary to this regulation, the perſon ſo offending will be diſmiſſed from his ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Beſides the above, you are to enter into another Bond according to the annexed form, with two ſufficient ſureties in the ſum of £. 1000. for duly accounting Appendix, N° 52. for all Stores committed to your charge.

100.]—The foregoing Inſtructions define your general duty, and the manner in which your Accounts are to be kept, and rendered to this Office: But in the execution of the various and extenſive concerns of your ſituation, circumſtances may occur for which no ſpecific directions can poſſibly be given; you are therefore to obey with great attention, all orders which you may receive from the Commander in Chief of His Majeſty's Ships on the Station, and alſo ſuch directions as you may receive from the Reſident Commiſſioner of the Navy, reſpecting the beſt mode of carrying into effect theſe Inſtructions, as well as all ſuch as you may, from time to time, receive from us, or the Commander in Chief as aforeſaid; taking care, in like manner, that your Clerks, and all perſons employed under you, do ſtrictly perform the duties aſſigned to them; that the beſt economy be obſerved on all occaſions; and that every means in your power be adopted to prevent the waſte or embezzlement of the public property committed to your care, or the ſmalleſt abuſe in any part of the ſervice with which you are entruſted; in the execution of which, it is expected that you conſtantly ſhew an intereſt for the public good, and that you exert yourſelf to fulfil, not only the letter, but the ſpirit of all orders and inſtructions, which you may from time to time receive; and in the common concerns of your ſtation, as well as in caſes where no particular directions can be furniſhed, it is incumbent on you to employ all poſſible attention to expedite and promote to the utmoſt of your power the welfare of the Public Service.

(Signed) BARHAM. (L.S.)
JOHN FORDYCE. (L.S.)
ROGER CURTIS. (L.S.)
W^m DOMET. (L.S.)
AMBROSE SERLE. (L.S.)

Office of Naval Reviſion,
22d December 1807.

(A Copy.)
John T. Briggs,
Secretary.

THE

TWELFTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs

of

HIS MAJESTY's NAVY.

(Dated 22d December 1807.)

Ordered, by The Houſe of Commons, *to be printed,*
11*th April* 1809.

THE

THIRTEENTH REPORT

OF THE

COMMISSIONERS

FOR

Reviſing and Digeſting the Civil Affairs of His Majesty's Navy.

(Dated 22d December 1807.)

Ordered, by The Houſe of Commons, *to be printed*,
11*th April* 1809.

To the KING's Most Excellent MAJESTY.

The THIRTEENTH REPORT of The COMMISSIONERS appointed to reviſe the Syſtem and Mode of accounting for the Receipt and Expenditure of Money and Stores; and likewiſe the Inſtructions and Standing Orders for the Government of the Civil Departments of HIS MAJESTY's NAVAL SERVICE; and to arrange and frame a regular Digeſt of the ſame; having it carefully in view to adapt the Mode of accounting for Monies and Stores, and likewiſe the whole body of ſuch Orders and Inſtructions, to the preſent extenſive Scale of the Naval Service; and to take Meaſures for keeping up the ſaid Syſtem and Digeſt in all time to come: And who were further required to take into Their particular Conſideration, all ſuch Suggeſtions as have been made by the different BOARDS OF ENQUIRY and SELECT COMMITTEE ON FINANCE, and have not yet been adopted; and to examine which of the ſame appear to be practicable and conſiſtent with the good of the Service, and to conſider and deviſe the beſt means of carrying the ſame into execution in the moſt convenient and expeditious manner, and to report on all the Matters aforeſaid from time to time as They ſhall ſee occaſion.

TRANSPORT BOARD.

IN our Ninth Report, we propoſed ſuch alteration of Syſtem in the Tranſport Board, as occurred to us to be neceſſary; and having, in our Seventh Report, preſented Inſtructions for the Officers of the Royal Hoſpitals at Portſmouth and Plymouth, we now have to lay before Your Majeſty the Inſtructions for the other ſubordinate Officers employed under that Board, in the three Branches of Service, committed to its management, namely, the Tranſport Branch, the Branch for Sick and Wounded Seamen, and that for Priſoners of War.

The Inſtructions, relating to the Tranſport Branch, are for the following Officers:

Reſident Agents for Tranſports.
Agents for Tranſports afloat.
Inſpecting Agent for Tranſports at Deptford.
Shipwright Officer at Deptford.
Storekeeper at Deptford.

The exiſting Inſtructions, for the Reſident Agents and Agents afloat, having been reviſed by the Tranſport Board, ſo recently as the year 1803, we have found very few amendments or additions neceſſary to be made.

The Inſpecting Agent, Shipwright Officer, and Storekeeper at Deptford, not having, however, at preſent, any regular Inſtructions, we have found it neceſſary to frame a ſet for each of thoſe Officers, which we truſt will anſwer the purpoſe of defining their General Duties.

The Inſtructions relating to the Branch for Sick and Wounded Seamen, are for the

Surgeons of Foreign Hoſpitals.
Agents of Ditto.
Diſpenſers of Ditto.

And, thoſe relating to the Branch for Priſoners of War, are for the

Agents for Priſoners of War at Home.
Agents for Priſoners of War, on parole, at Home.
Agents for Priſoners of War Abroad.

Surgeons

Surgeons at the Depôts for Priſoners of War at Home.
Diſpenſers at the Depôts for Priſoners of War at Home.
Surgeons for Priſoners of War, on parole, at Home.

In forming the Inſtructions for the Medical Officers above-mentioned, we have taken as the baſis, thoſe contained in our Seventh Report, for the Medical Officers of the Royal Hoſpitals at Portſmouth and Plymouth, and have made the former correſpond with the latter, as far as circumſtances would permit.

(Signed) BARHAM, (L. S.)
JOHN FORDYCE, (L. S.)
ROGER CURTIS, (L. S.)
WM DOMETT, (L. S.)
AMBROSE SERLE, (L. S.)

Office of Naval Reviſion,
22d December 1807.

A Copy.

John T. Briggs,
Secretary.

INSTRUCTIONS
TO THE RESIDENT AGENTS FOR TRANSPORTS.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

ARTICLE 1.

YOU are conſtantly to reſide at your ſtation, in order that you may be always ready to receive and obey the orders and directions which may be ſent to you from the Board.

2.]—You are to correſpond daily with the Board, or our Secretary, reporting at all times the arrival and ſailing of Tranſports, whether hired by the month or on freight, and all occurrences relating to the ſervice of this department.

3.]—You are to keep an exact Account of the arrival and ſailing of all Tranſports, to give orders for their being fitted and ſupplied with whatever is neceſſary for the reſpective ſervices to which they may be appointed by the Board; to demand Proviſions and Water, and all ſuch Stores as are furniſhed by other departments, and to take care that all Tranſports are regularly muſtered when the weather will permit, and that they are kept clean, and in proper condition to receive Troops, Horſes, Baggage and Stores, according to the apportionment tranſmitted from the Board.

4.]—You are to ſuperintend all embarkations and diſembarkations of cavalry and infantry at your ſtation, communicating with the General commanding the diſtrict, on all ſuch occaſions, as well as with reſpect to the arrivals and ſailing of all Tranſports having Troops on board; you are alſo to make regular Returns to us of all embarkations and diſembarkations at your ſtation.

5.]—You are to purchaſe Forage, and ſuch other articles of immediate ſupply as the Board may direct, and to tranſmit to this Office Accounts thereof, with the proper Vouchers, on which you are to certify, that the ſeveral articles were good of their kind, and fit for the purpoſes for which they were purchaſed.

6.]—You are to hire Veſſels, when neceſſary, for ſhort Services directed by the Board; and alſo to ſurvey and report to us the condition of all Ships or Veſſels which may be intended to be hired as Tranſports at your ſtation, according to ſuch directions as you may from time to time receive from us.

7.]—You are to ſignify the Board's orders and directions to Agents afloat, who may be in or arrive at your ſtation, to the Maſters of Tranſports, and to all other perſons employed under you; and to ſee that ſuch orders are duly executed without delay.

8.]—You are to follow the directions given in the general inſtructions to Agents, ſo far as they are applicable to the duties of your particular reſidence, and in every reſpect to forward and promote the Services entruſted to your management, with the greateſt care and fidelity.

9.]—You are to keep a Journal of your proceedings in the execution of your public duty, and to tranſmit the ſame to this Office at the end of every month.

GENERAL INSTRUCTIONS TO AGENTS OF TRANSPORTS.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for the Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—The Right honourable the Lords Commiſſioners of the Admiralty having, upon our application, allowed you to be employed by us as an Agent for the Tranſport Service, you are to obſerve, and diligently to carry into execution, the following Inſtructions, as well as all other directions which may be hereafter tranſmitted by this Board, or given to you by any Admiral or Captain of His Majeſty's Ships.

2.]—When ordered with a number of Tranſports upon Service, you will be at liberty to place yourſelf on board any one which may be moſt convenient for your duty; and the Maſter is required to give you all the accommodation and aſſiſtance in his power; and in proceeding to the appointed deſtination with convoy, you will obey ſuch orders as the Commander of that convoy ſhall think proper to give you, being very particular in keeping with the body of the Tranſports, in ſuch a ſituation as he ſhall direct, and in as clear order as the weather will permit.

3.]—You are to keep a Log-book, in which is to be inſerted every particular reſpecting your proceedings in the Service, a copy of which you are to tranſmit to this Board every ſix months, if practicable, and at the end of every voyage, if you ſhall have been employed Abroad, beſides your conſtant correſpondence with the Board.

4.]—All Tranſports are to have their proper complement of men, agreeably to the terms of their charter-parties; and, if deficient, you are to notice it, and to cauſe the Maſters to man them accordingly; but if by unavoidable accident the requiſite number ſhould

be diminiſhed, and cannot be otherwiſe procured, you are to make application to the Commander in Chief of His Majeſty's Ships, for ſuch as may be abſolutely neceſſary for navigating the reſpective Tranſports.

5.]—When any Ship is in want of her proper proportion either of Boatſwain's, Carpenter's or Gunner's Stores, you are to mark it accurately in your Log-book, and to tranſmit an account of it as ſoon as poſſible, cauſing the Maſter, in the mean time, to furniſh his Ship with ſuch Stores as are wanting, and noting the time when they are completed.

6.]—You are to cauſe the crews of all Tranſports to be muſtered upon their arrival in Port, and alſo once a week during the time they may continue there, comparing all ſuch muſters with the number which each Tranſport ſhould have on board as her complement, according to the copy of the charter-party ſent to you; you are alſo to cauſe the quantity of Stores on board to be aſcertained, and to ſee that the ſame agree with the accompanying liſt of the Stores, with which ſhe ſhould be kept complete; a weekly report of muſters, according to the form in the Appendix; and a return of all the Tranſports under your charge, in the annexed form, are to be tranſmitted by you to this Office, ſo as to arrive here regularly every Monday, if you be in any Port in Great Britain, and, if not, you are to tranſmit a ſimilar report and return by every opportunity, provided ſuch opportunity ſhould not occur oftener than once in fourteen days. You muſt be particularly careful to note, in the proper column of every ſuch return, the Ships which are fit and ready for Service, and thoſe which are not ready, with their particular condition; in the latter caſe the reaſons for being in that condition, and the time when they will probably be fit for duty; alſo every deficiency of complement of men or ſtores, and every defect or particular circumſtance that may require alteration on the part of the Owners, or be a guide to us in making abatements on the freight for ſuch defects, or for any miſconduct. Every ſuch return muſt alſo contain, particularly, the name of each Ship diſpatched or ſailed ſince the former return, mentioning by whoſe order, whither ſent, and on what Service: and when any detachment of Tranſports under your care ſhall arrive at a Port in which there ſhall be a Reſident or ſenior Agent, you are to make theſe returns to him, in order to enable him to tranſmit to us a complete return of all Tranſports in the Port.

Appendix, N° 1.
Appendix, N° 2.

7.]—Previous to your detaching any diviſion of Tranſports from under your directions, you are to obtain ſatisfactory information reſpecting the competency of the Maſters, not only with relation to the general performance of their duty as Seamen, but alſo to their Pilot knowledge of the coaſt to which they may be about to proceed; and in caſe you find reaſon to believe that Pilots will be indiſpenſably neceſſary, you are to direct the Maſters to procure Pilots; and if the Maſters ſhould fail ſo to do, you are then to procure them, and to tranſmit to the Board an account of the expence thereby incurred, with your reaſons, fully expreſſed, in order that this expence may be charged to the reſpective Owners.

8.]—In caſes of the deceaſe or removal of any Maſter of a Tranſport Abroad, the firſt Mate is to be permitted to ſucceed to the command of the Ship; and you are never to appoint any other perſon, without aſcertaining the incapacity of this Officer in the cleareſt manner; the time of ſuch deceaſe or removal, and the orders you ſhall have given on the ſubject, are to be inſerted in your Log-book; you are alſo, in all caſes of a change, or appointment of Maſters Abroad, to tranſmit an account of the circumſtances to us, as ſoon as poſſible, in order that your conduct, in ſuch caſes, equally eſſential to the Owners of Ships, and to the Public Service, may be clearly underſtood by all parties.

9.]—When any Tranſport or Tranſports under your charge, ſhall have received ſailing orders from a Commander of any of His Majeſty's Ships or Veſſels which may be appointed to convoy them, you are required immediately to acquaint us with the names of ſuch Ships or Veſſels, and alſo with the names of their reſpective Commanders; and you are to make known to all Maſters of Tranſports, which may at any time be under your charge, that we require this information from them, whenever their reſpective Tranſports ſhall not be under the charge of an Agent, at the time of their receiving ſailing orders from the convoy ſo appointed: you are alſo to take care that the Maſter of every Tranſport under your charge be furniſhed with a copy of the Regulations contained in the Appendix, which he is required ſtrictly to obſerve.

Appendix, N° 3.

10.]—When any Maſter of a Tranſport ſhall neglect to ſail after he has received ſailing orders, or ſignal has been made for ſo doing, you are to mark the circumſtance in your Log-book, and, by the firſt opportunity, to tranſmit to us the moſt particular account of his neglect or diſobedience, and alſo to make a formal proteſt againſt the Ship.

11.]—If a Tranſport at ſea, or at anchor, ſhall keep out of her ſtation, ſo far as to be out of the protection of the convoy, or ſhall anchor ſo, at any time, when there is no proper reaſon for it, or ſhould part company, you are to notify the ſame by ſignal or otherwiſe to the Commander of the convoy, and to remark it in your Log-book, and tranſmit an account of it to us, in order that if the Ship fall into the enemy's hands, or be deſtroyed, His Majeſty may not bear the loſs; you are therefore to report to us from time to time all neglects, or breaches of orders of any kind whatever, of which Maſters may be guilty, in order that ſuitable mulcts may be impoſed in their Ship's Accounts.

12.]—Maſters of Ships, detached from you under convoy of any of His Majeſty's Ships, are to be informed, that if a misfortune ſhall happen, where His Majeſty may be liable to make good the loſs, no indemnification will be allowed until a Certificate be produced from the Captain of ſuch convoy, that nothing was deficient on the part of the Maſter and Ship's Company. This Certificate, or the particulars in the caſe of bad conduct in the Maſter, you are to procure from the Captain of the convoy, and to tranſmit to us by the earlieſt opportunity.

13.]—As

13.]—As neglect in clearing and refitting Tranſports, immediately on the diſembarkation of Troops or Stores, may occaſion diſeaſes and other inconveniencies to the Service, we do ſtrictly enjoin you to be particularly careful of this important circumſtance, and to cauſe all the bottom boards of the cabins to be lifted and waſhed, and the parts beneath to be cleanſed, piling up the bottom boards, ſo as to admit the free circulation of the air between them, and alſo to the decks of the Ships, as far as poſſible. For theſe purpoſes, we direct you to order the Carpenters of the ſeveral Tranſports to be conſtantly employed in their equipment, and in occaſionally waſhing, ſhifting, and turning the boards as aforeſaid; while Troops are on board, you are to take great care that the hammocks may be properly laſhed up and brought upon deck every morning at ſeven o'clock, when the weather will admit, and when the Troops are to be diſembarked, the Maſter (who ſtands charged with the beds and Stores) ſhould be directed to demand them from the Soldiers, to get the hammocks ſcrubbed and well dried, the beds and blankets ſhaken and well aired, and to cauſe the whole to be put into a dry ſtore-room, where they may be kept in readineſs for iſſuing when the Service ſhall require it.

14.]—When a conſiderable defect is diſcovered in any Ship, you are to apply to the ſenior Officer of His Majeſty's Ships, to order her to be ſurveyed by the Carpenters of the Squadron or any three of them; and ſhould ſhe be found incapable of proceeding on Service, or of being timely repaired, you are to proteſt againſt her, and to give notice to the Maſter of her being out of pay until the day on which ſhe ſhall be again fit, in all reſpects, for ſea.

15.]—When a Ship, through accident, has received ſuch damage as will require a conſiderable time to repair, you are to uſe your beſt endeavours to forward her ſpeedy refitting. If by any neglect on the Maſter's part an opportunity of the Ship's proceeding be loſt, you are to proteſt againſt her: in all caſes, you are not to fail informing us of the exact time a Ship has been under repair.

16.]—When Maſters of Tranſports Abroad are in want of Stores, &c. they are to procure money for that purpoſe upon the credit of their Owners, and you are to take care never to draw Bills upon us for keeping the Tranſports in order, except in thoſe caſes of extreme neceſſity, when the Maſters cannot obtain money on their own bills; and in ſuch caſes you are to tranſmit to us, as ſoon as may be, the Maſters bills on their Owners, for what ſhall have been received on the account of each Tranſport reſpectively.

17.]—When a Ship is found unfit for Service Abroad, you are to order her Home (unleſs the Maſter ſhall accept his diſcharge Abroad, on being allowed a ſum not exceeding one month's pay) and to take care that ſhe proceeds forthwith, ſince any delay will be conſidered as a ſufficient proof of her being ſo unfit for further Service, as to juſtify her diſcharge at the Port where ſhe may happen to be.

18.]—If you ſhould be directed to hire any Ships, Veſſels, or Boats of any kind for the Tranſport Service Abroad, you are to have a proper order, in writing, from the Commander in Chief of His Majeſty's Ships for ſo doing, taking care to enter into the agreement for the hire of every ſuch Ship, Veſſel or Boat, on the cheapeſt and beſt terms poſſible, and as near in tenor as may be to the Charter-parties made at this Office, forms of which you will herewith receive; the counterpart muſt be ſealed with your own ſeal, and the agreement, together with a copy of the order by which you have acted, you will tranſmit by the firſt opportunity, obſerving that the order, in original, muſt be depoſited in this Office previouſly to the final allowance of your Account. All ſuch Ships or Veſſels are to be engaged, according to their tonnage, as certified on their regiſters, and they are not to commence pay until they ſhall be in every reſpect completed for the Service in Men and Stores on the part of the Maſter or Owner.

19.]—When you ſhall be required to provide any Tranſport, or other Veſſel, in the Service of this department, for the purpoſe of proceeding, under a Flag of Truce, to an enemy's Port, you are to take particular care, that no goods or merchandize, nor any arms or ammunition of any kind (one gun and a few charges of powder for ſignals excepted) be ſuffered to remain on board; and you are to inſtruct the Maſter to keep the Flag of Truce conſtantly flying, by night and day, during the voyage.

20.]—You are to give Certificates, according to the form preſcribed in the Appendix, or as near thereto as circumſtances will admit, to the Maſters of all Tranſports under your direction, from time to time, in order to ſatisfy us, that, when their reſpective Impreſts became due, the Tranſports themſelves were actually employed in the King's Service; and you are to tranſmit to us, by the firſt opportunity, a liſt of ſuch Certificates, according to the form in the Appendix, in caſe the Certificates to the Owners ſhould have miſcarried. Theſe Certificates are, in no caſe, to be withheld when applied for; but you are faithfully and impartially to ſtate in them the actual ſtate of the Ships, whether complete or otherwiſe. Appendix, N° 4. Appendix, N° 5.

21.]—You are always, in perſon, to attend the embarkation and diſembarkation of His Majeſty's Forces, taking particular care that this Service be performed with regularity and diſpatch; and with reſpect to diſembarkations, in the abſence of a ſuperior Officer, you are always to comply with the requeſt of the Officer commanding the Troops embarked: you are alſo to comply with ſuch applications as the Commanding Officer may, from time to time, make to you, for the better accommodation of the Troops, provided the ſame can be done without inconvenience or additional expence. The ſtarboard ſtate-room is to be allotted to the Commanding Officer of the Troops on board, of every Tranſport on which no Agent is embarked; but if there be an Agent on board, that ſtate-room is to be reſerved for his accommodation alone.

22.]—You are to attend to the expenditure of Proviſions and Stores in each Tranſport under your direction, in order that you may be able to make the neceſſary Reports to us and to the Commanders in Chief, reſpecting the quality and ſufficiency of the Proviſions and

and Stores for the voyage you may be engaged upon, ſo that the Troops may not proceed, without the neceſſary proportion of Proviſions; and you are to be careful that His Majeſty's Service may not be retarded by unneceſſary delays.

Appendix, N° 6.

23.]—You will cauſe Troops, when embarked, to be victualled according to the ration preſcribed in the Appendix, which is two-thirds of Seamen's allowance, in conformity with the cuſtom of the Navy. Six women may be allotted to every hundred men, and are to be victualled at three-fourths of Soldier's allowance; and children are to be victualled at the half of women's allowance.

Horſes, while on board, are daily to be allowed for each, 10 lbs. of hay, 8 lbs. of oats, and a ſmall quantity of bran, and ſix gallons of water.

24.]—You are to keep a particular Account of the times when any of the Soldiers deſert, die, or are abſent from the Ships in which they may be reſpectively embarked; in order that, when the Maſters paſs their Accounts, no more days may be allowed than thoſe for which the men were actually victualled. Theſe muſters are to be regularly tranſmitted to us as often as opportunities may ſerve, and weekly by the reſident Agents when on Home Service.

25.]—You are to attend to all complaints made to you, of neglect on the part of Maſters of Tranſports in victualling the Troops, whilſt on board, and to take care to prevent any miſmanagement therein; reporting, from time to time, ſuch Maſters as may fail in their duty in this reſpect.

26.]—Upon conſideration that great expence is liable to be incurred, in the articles of Forage, when Cavalry may be embarked, you are ſtrictly required to cauſe the ſeveral Maſters of the Tranſports, not only to ſign receipts for ſuch quantities as they may reſpectively receive on board; but alſo to keep an exact Account of the daily expenditure of each article, which muſt not at any time exceed the eſtabliſhed proportion; as we will, upon the return of Cavalry Tranſports from ſervice, order a ſurvey to be made; and in caſe of any deficiency, will cauſe the amount to be charged againſt the freight of the reſpective Tranſports making ſuch default.

27.]—You are to keep a particular and exact Account of all ſuch Stores as ſhall be received and iſſued by you; and you are, from time to time, to tranſmit to us an Account of the Supplies furniſhed by you, or from any of His Majeſty's Stores to each Ship, in order that ſhe may be charged with them at this Office. If, on the arrival of any Ship at the place of deſtination, it ſhould be found neceſſary to uſe any of His Majeſty's Stores or Proviſions which are on board, you ſhall give the Maſter a Receipt for them, to be produced at the proper Office, on paſſing his Account, in order to the allowance of the ſame. Stores loſt or expended, muſt always be inſerted in your Log-book, with the reaſons for ſuch loſs or expenditure, in order that we may be enabled to judge of the propriety of allowing them.

Appendix, N°s 7 & 8.

28.]—You are punctually to report to us, without any delay, the arrival and ſailing of all Tranſports under your charge, at or from any Port, together with the numbers of Troops, who ſhall be embarked or diſembarked on or from any ſuch Tranſports; and alſo, as nearly as may be, the numbers embarked or diſembarked, on or from any of His Majeſty's Ships in company. You are further to report to us, without delay, the general deſcription of Stores, and the groſs quantity in tons, which may be put on board any Ships under your direction, whether regular Tranſports or Ships on freight. If you ſhall be able to obtain any kind of private intelligence, concerning movements or expeditions of foreign Powers, or any other circumſtance that may afford uſeful information, you are to tranſmit the ſame to us, marking your Letter on the top *within* with the word "*Private*," in order to diſtinguiſh it from your *public* correſpondence. All theſe communications are to be made to us, through the Reſident, or ſenior Agent, at each Port, if there be any: in foreign Service you are alſo to ſend duplicates of your diſpatches.

29.]—You are not, on any account, to allow any Stores or Articles whatever, not the property of Government, to be received on board of Tranſports, unleſs by particular order, in writing, from the Commander in Chief of His Majeſty's Ships on the ſtation; and even, in that caſe, no expence for demurrage, duties, &c. ſhall be chargeable upon Government, but muſt be defrayed by the parties to whom ſuch Articles or Stores may belong, and from whom you are to procure an engagement in writing to that effect, which you are to tranſmit to us by the earlieſt conveyance.

30.]—It having been repreſented, that Seamen belonging to the Tranſports engaged in His Majeſty's Service, are frequently found on ſhore at unſeaſonable hours, you are hereby directed, when any Tranſports ſhall arrive in Port, to uſe every means in your power for preventing ſuch improper ſtraggling and miſconduct; and to explain fully to the Seamen the determination of this Board not to give protection to any of the crew when impreſſed, who ſhall preſume to diſobey the orders which they may have received from you upon this ſubject.

31.]—If you ſhall be on Service in the Weſt Indies, you are not to admit Negroes who have run away from their Maſters on board any of His Majeſty's Tranſports, nor ſuffer it to be done by any perſons ſerving under you.

32.]—Conformably to the practice of the Navy, reſpecting all diſburſements and articles of expence, which require the moſt explicit and ſatisfactory documents, you are to tranſmit to us, quarterly, an Account of all your expenditure of money for carrying on the Service; and every ſuch Account is to be accompanied by authentic Bills of Parcels, ſpecifying each particular article, the quantity and price at which it was purchaſed, together with receipts for payment of the amount. When money ſhall have been paid Abroad, the receipt muſt expreſs that the payment was made in the currency of the place, and alſo the amount in currency paid. The form of the Account, with the Oath required to be made to it, previous

to

to its tranſmiſſion, is ſubjoined in the Appendix. Each Bill of Parcels muſt have a Certificate upon it from two reſpectable Merchants reſident at the place, of the prices charged for each article being the current prices at the time the purchaſe was made. Appendix, N° 9.

33.]—When there is an abſolute neceſſity for drawing on us for any ſums of money, to enable you to carry on what may be indiſpenſable for preventing diſappointment to the Service, you are to take care that the Bills do particularly ſpecify for what they are drawn; but you are to obſerve, that nothing, except the utmoſt neceſſity, will juſtify you in drawing any Bill without having previouſly applied for and obtained our permiſſion for ſo doing, if in England; which Bill muſt be drawn payable at thirty days after ſight, and that you are not to draw on us in any caſe, if Abroad, without the approbation of the Commanding Officer of His Majeſty's Ships on the ſtation where you may happen to be. You are alſo to obſerve, when you ſhall have any occaſion to draw on us on account of your perſonal pay, that three months pay is always to remain in arrear until the final ſettlement of your Accounts. Every Bill of Exchange on us, drawn by you from Abroad, muſt particularly expreſs both the rate of exchange and the rate of premium or diſcount on public Bills on London, at the time of your drawing ſuch Bill; and alſo muſt expreſs in words, not only the ſum in ſterling for which it may be drawn, but alſo the full ſum in the currency of the place at which you may have occaſion to draw, *bonâ fide* received or to be received by you for that Bill, according to the rate of exchange, premium or diſcount of the day on which it is drawn, and that ſum in currency is to be ſtated diſtinctly, and given credit for in your Accounts with us, it being abſolutely inadmiſſible that you ſhould derive any emolument or advantage whatever, either directly or indirectly, from the exchange or premium upon Bills drawn on account of the Public Service. The rate of exchange, premium or diſcount is to be certified at the foot of each Bill by the Britiſh Conſul and two reſpectable Merchants, if in a foreign Port, and by the Collector of His Majeſty's Cuſtoms and two reſpectable Merchants of the place, if in any Britiſh colony or poſſeſſion Abroad, and to be approved by the Commander in Chief or ſenior Officer of His Majeſty's Ships on the ſtation. In the Appendix is the form of a Bill of Exchange, agreeably to theſe Inſtructions, and you are to obſerve that no Bill drawn in any other form, or not properly filled up, atteſted and approved as above directed, will be paid by us. You are alſo immediately to adviſe us by letter, of every Bill which from time to time you may find it neceſſary to draw on us. All your Bills of Exchange drawn upon us will be charged, and remain as impreſts againſt you until the final ſettlement of your Accounts with this Office. And you are to take notice, that, although irregular charges in your Accounts may, through the multiplicity of buſineſs, not be immediately noticed at this Office, yet, on the final ſettlement of them, no charges whatever will be allowed, excepting ſuch as ſhall have been fully authorized and vouched in ſtrict conformity with theſe Inſtructions. Appendix, N° 10.

34.]—You are not at any one time, without a previous order obtained from us, to lay out more than one Pound ten Shillings for ſtationary. The Maſter of the Tranſport in which your pendant is hoiſted, ſhall furniſh what quantity of gunpowder you may deem requiſite for ſignals, and ſhall make the ſignals which you may order; and you are to grant him Certificates once a month, or oftener if neceſſary, of the number of ſignal guns fired, the weight of metal, and the quantity of powder expended, in order that credit may be given for it upon the production of ſuch Certificates, in the Ship's Accounts with this Office. The reaſons for making the ſignals muſt alſo be noted in your Log-book. The ſame rule is to apply with reſpect to candles; the neceſſary money for that purpoſe, according to the cuſtom of the Navy, is deemed generally ſufficient, but if any further quantity be neceſſarily expended, we ſhall allow for them in the Ship's Accounts, and your Certificates for extra conſumption will enable the Maſter to paſs his Accounts on that head with us.

35.]—You are to obſerve, that the under-mentioned are the rates at which the Officers of this Department, when ordered on Service by us, ſhall be paid for travelling charges, being the ſame as are allowed by the Navy Board, viz.

	s.	d.	
Captains - - -	1	3	per Mile.
Lieutenants - -	0	9	

And it is to be underſtood, that this allowance is to include the carriage of Baggage and every other expence. If, however, the urgency of the Service ſhould make it neceſſary to travel poſt, an eſpecial order ſhall be given by us for that purpoſe; and in that caſe the order ſhall accompany the Account of Diſburſements when delivered into the Office, and the ſum actually and *bonâ fide* paid ſhall be allowed.

36.]—You are not to make charges for Linguiſts, or for travelling expences at the places where you may arrive, theſe not being allowed to Captains in the Royal Navy in the like circumſtances; neither are you to incur, nor ſuffer to be incurred, at the charge of the Crown, any expence for the watering of Tranſports, the embarkation of Troops, removal of Stores, paſſage of Rivers, or any ſimilar Services, which ought to be and uſually are performed by the Tranſports, their Boats and Crews, or which may not relate to this Department; nor will any allowance be made for the refreſhment or additional pay of Boats Crews, or any other charges whatever, not expreſsly ſtipulated in the Charter-parties of the reſpective Ships, to which you are always to recur upon any propoſal of expence, unleſs the abſolute neceſſity of the Service ſhould require it, and of which you are immediately to inform us; or unleſs the Commander in Chief of His Majeſty's Ships on the ſtation ſhould direct any ſuch charges to be made, and in that caſe you are to tranſmit to us a copy of his order for that purpoſe by the firſt opportunity. You are alſo to obſerve, that you are not authorized to purchaſe any Stores, or to order any repairs whatever for the uſe of the Tranſports which ought to be ſupplied by the Owners; but only, as it is expreſsly enjoined by the ſeventeenth Article, to pro-

cure money for thoſe purpoſes in caſes of abſolute neceſſity. And with reſpect to Chaiſe or Boat hire, you are explicitly to inſert in your Log-book the occaſion of the charge, the orders (if any) by which ſuch charge was incurred, and if Boat-hire, the reaſon why the Tranſport Boats could not aſſiſt you, according to the cuſtom of the Service, ſo as to prove it neceſſary to have incurred ſuch expence.

37.]—You are not on any account to hire perſons to perform any work on board of Tranſports, which can be done by the Carpenters or Crews of the Ships either ſingly or collectively; nor are you to purchaſe materials for fitting Tranſports with Bulkheads or Cabins, if the purpoſe required can in any way be anſwered by making uſe of ſuch materials as may be already on board, but if you ſhould be directed to fit Ships for any Service to a conſiderable extent, which may render it abſolutely neceſſary to hire workmen; you are, if poſſible, to receive propoſals for executing the work from two or three reſpectable Tradeſmen, and to agree with the loweſt officer, taking care that proper allowance be made for the old materials that can be uſed, and alſo for the aſſiſtance to be rendered by the Ships Carpenters and Crews, who are in all caſes to be thus employed, unleſs prevented by ſome particular circumſtance, which you are to note in your Log-book. While any ſuch works are performing, you are to appoint a proper perſon, either the Carpenter of one of His Majeſty's Ships, with the permiſſion of the Commanding Officer, or the Carpenter of a Tranſport, in whom you can confide, to ſuperintend the works, and to take an account of the quantity of materials uſed, the number of men employed, and the time they ſhall reſpectively be ſo employed. You are carefully to examine the Tradeſmen's Bills by the ſigned Report of the perſon appointed by you to ſuperintend the work, previouſly to your ſubmitting them to the Admiral for his approval and ſignature; and ſuch Report is to accompany your other Vouchers to be lodged in this Office. If a Tradeſman's Bill, when examined and approved, ſhall exceed the ſum of fifty Pounds, you are immediately to pay its actual amount in the currency of the place, by a Bill of Exchange drawn upon us, agreeably to the directions contained in the 33d Article of theſe Inſtructions; but you are to obſerve, that no Bill ſo drawn, or any charge whatever, will be allowed in your Accounts with this Office, unleſs the expence be authorized either immediately by us, or by an order in writing from the Commander in Chief or ſenior Officer of His Majeſty's Ships on the ſtation.

38.]—Purſuant to an order of the Lords Commiſſioners of the Admiralty, an abatement of three Pence in the Pound upon the amount of your pay, while in the Service of this Department, will be made at this Office, and afterwards paid into the hands of the Paymaſter of Widows Penſions for the benefit of the Widows Fund.

39.]—You are conſtantly to wear your uniform upon Service, agreeably to the practice of His Majeſty's Navy.

40.]—You are from time to time to conſult the Commander in Chief or ſenior Officer of His Majeſty's Ships where you may happen to be, and to take his directions, more eſpecially in caſes of doubt or difficulty. But although it be proper that you ſhould apply to the Commander in Chief in all ſuch caſes, yet you are not to apply to him for an order to incur any expence which can by any means be avoided without detriment to His Majeſty's Service, or which may be deferred until you can hear from us, in anſwer to your repreſentation on the ſubject; and you are to obſerve, that if any repreſentation, which ſhall afterwards appear to be improper, be made by you to the ſaid Commander in Chief, upon which an order to incur an expence ſhall be founded, the charges in your Accounts for ſuch improper expences will not be allowed by us.

41.]—You are at all times to receive directions upon Service from our reſident Agents, though inferior to you in Naval rank; but when two or more other Agents are upon Service together, and no reſident Agent on the ſpot, the Reports of each diviſion of Tranſports muſt be collected and tranſmitted to us in the form of a regular Abſtract, by the ſenior Captain or Lieutenant under whoſe orders all the other Agents are in ſuch caſes to conſider themſelves.

42.]—No perſon belonging to or under the direction of this Board, ſhall have any property whatever vetted in Tranſports, nor ſhare or ſhares of any Ship or Veſſel employed as a Tranſport, directly or indirectly, nor in any reſpect whatever have private or perſonal intereſt, or uſe any private or perſonal influence, reſpecting the hire, pay, or profits of Tranſports, under pain of diſmiſſion from this department.

43.]—It is moſt ſtrictly directed that you do not upon any account whatever receive, either directly or indirectly, any brokerage, commiſſion, perquiſite, fee, gratuity or reward, either for granting Certificates or for any other act relating to your duty, under any name or form whatſoever, from any perſon connected with the Service entruſted to your charge; to which effect you are to tranſmit with your Accounts of every fourth quarter, if you be kept in employment for more than one year, and at all events with your final Accounts, an Affidavit according to the annexed form.

Appendix, N° 11.

44.]—You are not upon any account, or under any pretence whatever, to take your wife or family to ſea with you, nor to allow any perſon to embark on board a Tranſport, excepting ſuch as may be ordered by us, or by the Commanders in Chief of His Majeſty's Ships on foreign ſtations.

Appendix, N° 12.

45.]—You are on all occaſions to pay the moſt ſtrict attention to the regulations in the Appendix relative to the Pendants of Diſtinction, which, with the approbation of the Lords Commiſſioners of the Admiralty, we have appointed to be uſed by our ſeveral Agents when afloat.

46.]—Complaint having been made, that our Agents, when under convoy of Men of War, have made ſignals, and fired guns without conſent of the Commanding Officer of the reſpective

reſpective convoys; you are ſtrictly directed not to make ſignals in future, with or without guns, unleſs to the Commanding Officer, or by his order or permiſſion, or upon ſome extraordinary emergency.

47.]—Laſtly; We recommend to you all the care and good huſbandry in every reſpect that is poſſible, and to do every thing in your power to the beſt advantage of His Majeſty's Service.

Given under our Hands at the Tranſport Office,
this

To

Appointed an Agent for Tranſports.

By command of the Commiſſioners.

APPENDIX

To the GENERAL INSTRUCTIONS to the AGENTS of TRANSPORTS.

—N° 1.—

REPORT OF MUSTER.

Ships Names.	Tons.	Short of Complement.		From what Time.	Cauſe of Deficiency.	Complement completed.		When completed.	Time of Muſter and Remarks.
		Men.	Boys.			Men.	Boys.		

Appendix to the General Inſtructions to the Agents of Tranſports.

—N° - - -

A RETURN of at the Day of

Number.	Name of the		Registered Tonnage.	Coppered or Sheathed.	Metal.			Complement.		Troops.						Where Victualled.
	Ship.	Master.			Guns.	Carronades.	Pounders.	Men.	Boys.	Fitted and provided for			Sea Fencibles, Troops or other Force on board.	When embarked.	Where embarked.	
										Foot.	Riders.	Horses.				

- - - 2. —

in the Charge of shewing their State and Condition.

	Provision and Stock on board for Men and Horses, in Weeks.																		If fit for Sea, or when she probably will be fit.	Arrived.		Sailed.		Under what Orders, or whose Division, Defects, and other Remarks.
	Bread.	Beer.	Wine.	Spirits.	Beef.	Pork.	Peale.	Oatmeal.	Flour	Suet.	Fruit.	Butter.	Cheese.	Vinegar.	Hay.	Oats.	Bran.	Water.		When.	From whence.	When.	To what Destination.	
Government Provisions.																								
Crews, ditto.																								
Government Provisions.																								
Crews, ditto.																								
Government Provisions.																								
Crews, ditto.																								

Appendix to the General Inſtructions to the Agents of Tranſports.

—N° 3.—

REGULATIONS to be obſerved by all MASTERS of SHIPS and VESSELS employed and hired in HIS MAJESTY's TRANSPORT SERVICE.

1.]—All Maſters of Ships and Veſſels hired into His Majeſty's Service, are hereby required and directed to obey in the ſtricteſt manner all ſuch Orders as ſhall be communicated to them by our Agents, and diligently to look out for and comply with ſuch Signals as ſhall be made from the Ships in which ſuch Agents are embarked, or from any of His Majeſty's Ships under whoſe convoy they may be ſailing.

2.]—When not under the command of an Agent, the Maſters of all Tranſports, on receiving ſailing orders from a Commander of any of His Majeſty's Ships or Veſſels which may be appointed to convoy them, are immediately to acquaint us with the name of ſuch Ship or Veſſel, and alſo the name of her Commander.

3.]—The greateſt attention is to be paid by Maſters of Tranſports, to keep as near as poſſible in the ſtation allotted them, when ſailing in company with other Ships, and no excuſe whatever will be admitted for parting company, unleſs it can ſatisfactorily be accounted for by a circumſtantial deſcription of the ſtate of the weather, and every cauſe which might have occaſioned the ſeparation being ſtated at the time it happened, in the Log-book, which we ſhall compare with the Account given by the Commander of the convoy, or Agent, in the Log-book of the Ship in which they may be embarked; and the Maſters of ſuch Tranſports in which the Agents ſhall think proper to embark, are to give them all the accommodation in their power, obſerving, that the ſtarboard ſtate-room is to be allotted to the Commanding Officer of the Troops on board, of every Tranſport on which no Agent is embarked; but if there be an Agent on board, that ſtate-room is to be reſerved for his accommodation alone.

4.]—When any Maſters of ſuch hired Ship or Veſſel ſhall happen not to be under any Agent, or ſhall from any unavoidable accident have been ſeparated from him, ſuch Maſter is moſt ſtrictly required to write to this Board upon his arrival at any anchorage, either in Great Britain or in any foreign Port, which he is to continue to do every week during his ſtay there, informing us alſo of the day on which he ſails.

5.]—The Maſters of Veſſels ſeparated, are further to inform the Board of all ſuch particulars as they would have deemed it their duty to have made known to the Agent, had he been preſent, and they are alſo to acquaint us with all circumſtances which may in any manner affect His Majeſty's Service.

6.]—All Maſters ſeparated from their convoy, or from the Agent, are to proſecute their voyages with all poſſible diſpatch, obſerving, that if any delay be diſcovered, this Board will not fail to deduct from the hire of ſuch Veſſel to the full extent allowed by the agreement in the Charter-party; obſerving alſo, that deductions will infallibly take place in proportions ſuited to their failures, in complying with any of theſe Articles.

7.]—All Maſters of Tranſports are to obſerve, that if any accident or misfortune ſhall happen to their reſpective Ships, where His Majeſty may be liable to make good the loſs, no indemnification will be allowed, unleſs the ſenior Officer of the convoy, or Agent, if not under convoy, certify that nothing was deficient on their part, or that of their Ship's Company. When Tranſports abroad may be ordered home, in conſequence of their being unfit for Service, then Maſters are to proceed forthwith, and to make the beſt of their way to England, obſerving, that any delay on their part will be conſidered by us as a ſufficient proof of the Ship being ſo unfit for Service, as to juſtify her diſcharge at the Port where ſhe was deemed unfit.

8.]—All Maſters of Tranſports are to obſerve, that when Troops are embarked, they are to be victualled agreeably to the ration preſcribed, which is two-thirds of Seamen's allowance, in conformity with the cuſtom of the Navy, ſix women may be allotted to every hundred men, and are to be victualled at three-fourths of Soldiers allowance, and children are to be victualled at the half of women's allowance.

Horſes while on board are daily to be allowed for each, ten pounds of hay, eight pounds of oats, and a ſmall quantity of bran, and ſix gallons of water.

9.]—In order that the Troops embarked on board of a Tranſport may know the rations to which they are entitled, the Maſter of every ſuch Tranſport is to cauſe a Table or Scheme of the victualling to be affixed to the mainmaſt between decks.

10.]—As great expence is liable to be incurred in the article of forage, all Maſters of Tranſports in which Cavalry may be embarked, are ſtrictly required to ſign Receipts for ſuch quantities of forage as they may reſpectively receive on board, and to keep an exact account of the daily expenditure of that article, which muſt not at any time exceed the eſtabliſhed proportion, as we ſhall, upon the return of Cavalry Tranſports from Service, order a Survey to be made, and in caſe of any deficiency, ſhall cauſe the amount to be charged againſt the freight of the reſpective Tranſports in which ſuch deficiency may happen.

11.]—A particular Account is to be kept by all Maſters of Tranſports at the time when any of the Soldiers deſert, die, or are abſent from the Ship in which they may be embarked.

12.]—All Maſters of Tranſports are to obſerve, that a particular Account of the cauſe of any Stores being expended or loſt, muſt be inſerted in their reſpective Log-books, in order that we may be enabled to judge of the propriety of allowing them.

—No. 4.

Appendix to the General Inſtructions to the Agents of Tranſports.

—N° 4.—

Theſe are to certify the Commiſſioners for conducting His Majeſty's Tranſport Service, &c. that the Tranſport, Maſter, Tons, is at this time in His Majeſty's Service, fit for the Service employed upon, and complete, according to Charter-party, in Men and Stores, and that the Maſter has behaved himſelf properly, and was always obedient to command, during the time he has been under my direction.

Given under my Hand at this Day of

N. B. *If the Ship ſhould be incomplete in any reſpect, the deficiency is to be ſpecially noted in the Certificate.*

—N° 5.—

A LIST of CERTIFICATES given to Maſters of Tranſports, reſpecting their Conduct and State of their Ships, by Lieutenant or Captain *A. B.* between the and the

Ships Names.	Maſters.	Tons.	Date of Certificate.

N° 6.—

RULES to be obſerved in Victualling the Troops when embarked.

Six Soldiers Allowance for every Day in the Week.

	Bread Pounds.	Beer Gallons, or ½ Pints of Spirits, or Pints of Wine.	Beef, Pieces of 8 Pounds.	Pork Pieces of 4 Pounds.	Peaſe Pints.	Oatmeal Pints.	Butter, Pounds.	Cheeſe, Pounds.	Vinegar.
Sunday - - -	4	4	- -	1	2	—	—	—	One Quart in a Week.
Monday - - -	4	4	- -	- -	- -	4	½	1	
Tueſday - - -	4	4	1	—	—	—	—	—	
Wedneſday - -	4	4	or 6 pounds of Flour, half a pound of Suet, and one pound of Raiſins.	- -	2	4	½	1	
Thurſday - - -	4	4		1	2	—	—	—	
Friday - - - -	4	4	- -	- -	2	4	½	1	
Saturday - - -	4	4	1 or as above.	—	—	—	—	—	

Women are to be victualled at three-fourths of the above allowance, and children at the half of womens allowance.

The above are to be ſerved out by full weights and meaſures.

In caſes of ſubſtitution of one article for another, the following proportions are to be obſerved:

When Flour, Suet and Raiſins are put on board, they are to be ſerved in equal proportions with Beef, viz. one half in Beef, the other in Flour, Suet and Raiſins, on each Beef day.

Four pounds of Flour, or three pounds of Flour, with half a pound of Raiſins, or a quarter of a pound of Currants, and a quarter of a pound of Suet, are equal to four pounds of Beef, or two pounds of Pork with Peaſe.

Half

Appendix to the General Inſtructions to the Agents of Tranſports.

Half a pound of Rice is equal to a pint of Oatmeal, half a pound of Sugar is equal to half a pound of Butter, and a pound of Rice is equal to a pound of Cheeſe; a pint of Oil is equal to one pound of Butter, or to two pounds of Cheeſe; that is, a pint of Oil is equal to the allowance of Butter and Cheeſe.

A pint of Wine or half a pint of Brandy, Rum or Arrack, is equal to a gallon of Beer.

One pound of freſh Beef is equal to one pound of ſalt Beef, and one pound and a half of freſh Beef is equal to one pound of Pork.

—N° 7.—

RETURN of the EMBARKATION at of deſtined for

State here whether regular Tranſports or on Freight.	Tons.	Maſters.	Numbers embarked.				When embarked.	When ſailed.	From what Day inclusive Troops victualled by Government.	From what Day inclusive Horſes foraged by Government.	REMARKS.
			Men.	Women.	Children.	Horſes.					

State particularly the Regiment or Corps.

Agent for Tranſports.

—N° 8.—

RETURN of the DISEMBARKATION at of from

State here whether regular Tranſports or on Freight.	Tons.	Maſters.	Numbers diſembarked.				When arrived.	When diſembarked.	To what Day inclusive Troops victualled by Government.	To what Day inclusive Horſes foraged by Government.	REMARKS.
			Men.	Women.	Children	Horſes.					

State particularly the Regiment or Corps.

Agent for Tranſports.

—N° 9.—

Appendix to the General Inſtructions to the Agents of Tranſports.

ABSTRACT of the Account of employed as an Agent of Tranſports, for Diſburſements in that Capacity, between the and the viz.

Place where.	Time when.	Nature of the Diſburſements.	Number of the Vouchers.	SUM.
				£. s. d.

This Deponent doth voluntarily make Oath, that the Sums, mentioned reſpectively againſt each Article of the above Account, were actually and *bonâ fide* expended for the uſes therein ſpecified, and for no other.

Sworn before me at
the Day of

—N° 10.—

FORM OF BILL OF EXCHANGE.

(Place and Date.)

£. Sterling, Exchange, at per Cent.
Premium, per Cent.
Diſcount, per Cent.

Thirty days after ſight of this my firſt Bill of Exchange, (ſecond and third of the ſame tenor and date not being paid) pay to the order of *A. B.* the ſum of [*expreſſed in words*] ſterling, for value received by me in the currency of this place, amounting to the ſum of [*expreſſed in words*] and no more, according to the rates of exchange, premium or diſcount above ſtated, and charge the ſame to my account, as per advice.

To the Commiſſioners for the Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care of Priſoners of War. — *C. D.* Agent for Tranſports, London.

We do hereby certify that the rates of exchange, premium, or diſcount, upon Bills on London drawn for the Public Service, were preciſely as above ſtated, on the day of 180

E. F. Collector of the Cuſtoms.
G. H., *I. K.* Two principal Merchants.

I approve of this Bill, and believe the rates of exchange, premium or diſcount, to be correctly ſtated - - — *L. M.* Commander in Chief.

N. B. *When Bills are at par, the blanks for the rates of premium or diſcount are to be filled up with the word "None." The blank for diſcount is to be filled up in the ſame manner, when there is a premium, and vice verſâ.*

—N° 11.—

A. B. Agent for Tranſports, doth voluntarily make oath, That from the till the he hath not had any ſhare, intereſt or concern whatever, either directly or indirectly, in any Ship or Veſſel employed in any way in the Tranſport Service, or in any Stores belonging to the ſaid Service, or in the hire, pay, or profits of any ſuch Ship, Veſſel or Stores. The Deponent further ſaith, that all deficiencies of complement of Men and Stores in the Tranſ-

Appendix to the General Inſtructions to the Agents of Tranſports.

ports under his charge, have been faithfully and impartially reported by him, according to the beſt of his knowledge and belief, and that all Certificates granted by him of the Service of Tranſports, have actually expreſſed the true ſtate and condition of the Tranſports to which they reſpectively relate, as aſcertained by the Deponent, by examinations and muſters *bonâ fide* made by him on the days on which ſuch Certificates are dated reſpectively. And the Deponent further maketh oath, that he hath not received, either directly or indirectly, any perquiſite, fee, gratuity or reward, or the promiſe of any perquiſite, fee, gratuity or reward, from or on account of any Owner or Maſter of any Tranſport, or any other perſon whatever connected with the Public Service entruſted to his charge, for the execution or non-performance of his duty, or under any name or pretence whatever.

—N° 12.—

The principal Agent ſerving in any Expedition, in order to be particularly known and diſtinguiſhed, ſhall wear on board the Tranſport wherein he is embarked, a plain blue broad pendant, at the main-top-maſt head, of the following dimenſions, viz. eight feet at the ſtaff, and twenty feet long; but for foul weather, four feet at the ſtaff, and ten feet long.

When there is but one Agent to a diviſion of Tranſports, or when ſeveral Agents are not ſerving under the immediate orders of other Agents, the common blue pendant at the main-top-maſt head is to be worn as the only neceſſary mark of diſtinction. The broad pendant is never to be hoiſted by any Agent who has not another under him.

All inferior Agents ſhall hoiſt a plain blue common pendant, two feet broad at the head, and thirty feet long. A ſmaller one at diſcretion may be worn at ſea.

Should Tranſports of different Expeditions meet at the ſame Port, the principal Agents only of each Expedition are to hoiſt broad pendants at the main, fore or mizen-top-maſt heads, according to their reſpective rank in His Majeſty's Navy, and the inferior Agents belonging to each Expedition, are to hoiſt common blue pendants at the ſame maſt-head with their principal.

At ſea ſhould a large Fleet of Tranſports, all on the ſame Service, be claſſed in three grand diviſions, the Agent commanding each diviſion may hoiſt the broad pendant at the main, fore or mizen top-maſt heads, according to their rank as aforeſaid, and their inferior Agents in like manner.

SEPARATE ARTICLES FOR THE GOVERNMENT OF OFFICERS COMMANDING HIS MAJESTY'S ARMED TRANSPORTS;

In addition to their General Inſtructions as Agents of Tranſports.

1.]—Officers commanding armed Tranſports, are never to abſent themſelves from their duty without leave of the Board, nor to ſleep out of the Ship except on very particular occaſions, in which caſes the Maſter muſt remain on board. The conduct of theſe Ships is never to be left to any under the rank of Chief Mate; and either the Chief or Second Mate is to be always on board.

2.]—The different Warrant Officers are to paſs their Accounts, and be accountable for the expence of Stores, as on board His Majeſty's Ships, and the Commanders of armed Tranſports are particularly directed to keep regular Accounts of the receipt and expence of Boatſwain's, Gunner's, Carpenter's and Purſer's Stores, with that of Returns, Reports of Surveys, &c., which are to be tranſmitted to the different Offices, agreeably to the cuſtom of His Majeſty's Navy; and any irregularity or deficiency therein will be charged againſt their wages, in like manner as is practiſed in the Royal Navy.

3.]—A Sailmaker being allowed to each of His Majeſty's armed Tranſports, particular care ſhould be taken in procuring a perſon properly qualified for this duty, who is to keep the ſails in conſtant repair; and it is particularly recommended to the Commanders to ſee that they are frequently aired, and not damaged by any leak in the ſail-room.

4.]—The Commanding Officers and Crew are to be victualled at whole allowance, and the Troops at two-thirds, and the Victualling Account is to be paſſed agreeably to the regulations eſtabliſhed for His Majeſty's Navy by the general printed Inſtructions.

5.]—The Keys of the Magazines and different Store-rooms are to be kept in the Commander's cabin, and they are never to be opened but in his preſence. This order is to be particularly attended to, being of the utmoſt conſequence, not only for the preſervation of the Stores, but for guarding againſt the fatal effect of fire.

6.]—No alteration in the Ship's eſtabliſhment as to Maſts, Sails, Bulkheads, &c. is to be made in England without a previous leave from the Board; nor on foreign ſtations, without the permiſſion of the Commander of His Majeſty's Ships.

7.]—Should any of His Majeſty's armed Tranſports, when employed out of this kingdom, require repair, in company with other Tranſports, the Commander is to apply to the principal or ſenior Agent for ſuch aſſiſtance of Carpenters, Caulkers, &c. as he can procure for him belonging to the Tranſports under his direction; but ſhould he not have it in his power to give him the neceſſary ſupply, he will in that caſe make application for this purpoſe to the

the Commander of His Majeſty's Ships, ſhould any be preſent; and never hire Carpenters, Caulkers or Artificers of any kind, not already in His Majeſty's Service, but when the neceſſity of the circumſtance is urgent, and other aſſiſtance cannot be procured. He is to regulate his conduct as nearly as poſſible by the rules laid down for that purpoſe in the Naval general printed Inſtructions.

8.]—A regular Muſter-book is to be kept agreeably to the cuſtom of His Majeſty's Navy, and a Copy of it is to be ſent to this Office every two months, with the different columns properly filled up. This Book is to be ſigned by the Officer commanding, the Maſter, Boatſwain, and Purſer, and the Maſter is to be occaſionally conſulted in the ratings of the inferior Officers and men.

9.]—Upon the arrival of armed Tranſports in any Port at home or abroad, where there is a reſident or ſenior Agent, the Commander is to deliver to him an open Liſt of his Officers and Ship's Company; and the reſident or ſenior Agent is hereby directed to muſter the armed Tranſports weekly; and at all other times the Commander is regularly to muſter the Ship's Company according to the cuſtom of His Majeſty's Navy.

10.]—The Lords of the Admiralty have been pleaſed to direct, by their Letter of the 18th of May 1799, that the Boatſwains, Gunners, Carpenters, Purſers and Cooks of His Majeſty's armed Tranſports, who receive warrants from their Lordſhips, ſhall in future be admitted into the Naval Hoſpitals upon the uſual application for that purpoſe.

11.]—Commanders of armed Tranſports are never to employ a Pilot but when abſolutely neceſſary, as the Maſter is ſuppoſed to be, in moſt caſes, fully competent to this duty; and for the encouragement of him, or any other Officer on board, capable of the charge, half pilotage will be allowed according to the rate of the Ship, agreeably to the cuſtom of the Royal Navy; but only for ſuch harbours as pilotage is allowed for the King's Ships.

12.]—As the Officers commanding the armed Tranſports are likewiſe Agents, it is hereby directed, that whenever they ſhall meet with any Veſſels in our Service at home or abroad, not under the immediate orders of an Agent, they do take them under their own direction, and employ them as may be beſt for His Majeſty's Service; and, whenever they may meet with any other of our Agents upon duty, they ſhall act with them ſo as moſt effectually to promote the objects of their appointment.

Given under our hands at the Tranſport Office, the

To

Commanding His Majeſty's armed Tranſport

By command of the Commiſſioners.

COMPLEMENT of His Majeſty's Armed Tranſport the with the Rate of Pay allowed to each Claſs per Calendar Month, viz.

QUALITY.	Number.	Rate of Pay per Calendar Month.
Officer commanding, if a { Captain / Lieutenant		
Maſter		
Mates		
Surgeon		
Purſer - per Warrant Boatſwain - ditto Gunner - ditto Carpenter - ditto	To be paid at the ſame Rate as in the Naval Service, with a Compenſation for their eſtabliſhed Number of Servants,	
Cook { If appointed by the Admiralty to be paid as above-mentioned; but if not, the ſame as an Able Seaman		
Boatſwain's Mates		
Gunner's Mate		
Carpenter's Mate		
Sailmaker		
Clerk		
Steward		
Quarter Maſters		
Cooper		
Cook's Mate		
Armourer		
Able Seamen		
Ordinary Seamen and Landſmen		
Boys		

N.B. The above Wages are not to be exceeded, and it is ſtrongly recommended to obtain good Petty Officers and Men upon lower terms if poſſible. Out of the above pay are to be made the uſual deductions for Greenwich Hoſpital, &c. as cuſtomary in the Merchant Service, viz. One Shilling per Month for the Officers and Men, and Sixpence per Month for Boys. The deductions for the Warrant Officers to be the ſame as in His Majeſty's Navy.

REGULA-

REGULATION for the Diſtribution of the Produce of all PRIZES taken by Armed Tranſports in the Pay of this Department.

One-third to be paid to the Commiſſioners for the Tranſport Service, or to the Agent whom they may appoint to receive the ſame, in behalf of the Crown.

The remaining two-thirds to be divided according to the following proportions, viz.

To the Commander of the Ship - - - - - - - - - -	$\frac{2}{9}$ths
The Maſter to have two-thirds and the Firſt Mate one-third of one-eighth -	$\frac{1}{8}$th
To the Surgeons, Pilot (if any) Second and Third Mates, Boatſwain, Gunner, Carpenter and Purſer - - - - - - - - - - -	$\frac{1}{8}$th.
To the Boatſwain's, Gunner's and Carpenter's Mates, and alſo Sailmaker, Quarter Maſter and Captain's Clerk - - - - - - - - -	$\frac{1}{8}$th
To the Seamen, Ordinary Seamen, Landſmen and Boys collectively, as alſo all Officers, Non-commiſſioned Officers and Soldiers belonging to the Army, or Paſſengers of any deſcription whatever, being Supernumeraries, and actually on board the Ship at the time of any Captures being made -	$\frac{3}{8}$ths

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INSTRUCTIONS

To the INSPECTING AGENTS for the TRANSPORT SERVICE at DEPTFORD.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—You are conſtantly to reſide at the houſe allotted you at Deptford, in order that you may be always ready to receive and obey the orders and directions which may be ſent to you from the Board.

2.]—You are to correſpond daily with the Board or our Secretary, reporting at all times the arrival and ſailing of Tranſports, and all occurrences relating to the Service of this Department.

3.]—You are, in conjunction with our Shipwright Officer, to ſurvey all Ships or Veſſels intended to be hired as regular Tranſports, and jointly to report as to their fitneſs for the Service, ſtating ſuch repairs or alterations as may appear neceſſary to be made to them by the Owners, previouſly to ſuch Ships being accepted.

4.]—When any Ships or Veſſels are accepted as regular Tranſports, you are to inſpect their general Equipment, complement of Men, Anchors, Cables, Sails, Guns, Ammunition, Stores, and Proviſions, and every thing neceſſary on the part of the Owners, agreeably to the printed Indent, and according to Charter, and to give the neceſſary orders to the Maſters to provide ſuch as may appear deficient; you are to give orders to ſhift, take down, or build up Bulkheads, according to the Services the Ships may be intended for, and to order the proper proportion of Ballaſt for them, applying to the proper Officers of the Ballaſt Office to ſupply the ſame, upon the Owners paying for it. When complete, on the part of the Owners, and the Veſſels are at Deptford ready for Service, you are jointly with our Shipwright Officer to report the preciſe date of ſuch readineſs for their entry into pay; and you are to tranſmit to this Office, at the beginning of each month, a Liſt of all the Ships hired in the preceding month; you are alſo to value the Furniture and Stores of all Tranſports when taken into the Service, and in conjunction with the Shipwright Officer's valuation of the Hull, Maſts, and Yards, to report with him the whole eſtimate to the Board, ſo that in caſes of capture, or other damage, for which Government is anſwerable, you may, together with him, be able to juſtify your Report, upon Oath if required, in order that all doubts, difficulties, and controverſies may, as far as poſſible, be avoided, and that equal juſtice may be obtained between the Crown and the Contracting Parties reſpectively; and you are to tranſmit to the Board a Monthly Account, which ſhall never be three months in arrear, of all the valuations, preſerving regularly in your Office the Accounts of the ſeveral Items upon which the Aggregates tranſmitted may have been founded, in order that reference may be had to the ſame, if the caſe ſhould ſo require. You are likewiſe, in the ſame manner, to value ſuch Ships as the Board may occaſionally intend to purchaſe, upon the receipt of directions for that purpoſe; but neither you nor the Shipwright Officer are to make known, to any perſon or perſons whatever, the valuation you may have made upon any Ship or Article, without an expreſs order from the Board for that purpoſe.

5.]—You

5.]—You are to ſee to the proper execution of the Board's orders, by our Storekeeper at Deptford, reſpecting the receipt and iſſue of all ſuch Stores as may have been put into his charge.

6.]—You are to appropriate Tranſports for the various Services they may be intended to perform, agreeably to the directions you may from time to time receive from us for that purpoſe, upon which occaſions you are to order the Shipwright Officer to cauſe them to be fitted for Troops, Paſſengers, Convicts, Hoſpital Ships, Horſe Ships, or otherwiſe, according to the particular number of Troops the Ships are to convey, and the regulated births and ſpaces allowed to the Agent, Maſter, and Crew: you are likewiſe to ſee that ſuch Ships are ſupplied with the requiſite Stores provided by Government, either from the Tranſport, Store, or Dock-yard, and to note that the ſpecified quantity of Proviſions are duly ſupplied to the reſpective Veſſels, agreeably to our applications to the Victualling Board for that purpoſe.

7.]—You are to ſuperintend the fitting and ſtowing of Cavalry Ships, and to ſee that they are provided with the neceſſary proportions of Forage and Stores, and that Troop Ships are completed with Beds and uſual accommodations; and when complete, you are to give them ſailing orders, according to the directions received from us. If any Ship ſhould delay putting ſuch orders into immediate execution, you are to take notice thereof, and to report the ſame to us.

8.]—You are to report weekly the names of all Tranſports diſcharged ſince the date of the laſt Report, ſtating the days of their diſcharge.

9.]—You are to tranſmit, every Wedneſday and Saturday morning, a general Return of the ſtate and condition of all Tranſports and Ships hired on freight on the river Thames, agreeably to the printed form, noticing therein every change or movement ſince the laſt Report; and when Ships are finally laden, and under ſailing orders, you are to ſtate againſt their names, as correctly as poſſible, the ſpecies and quantity of Stores in tons actually laden on board.

10.]—You are to ſend to us, on the laſt day of every month, a Return of all Tranſports and Ships on freight, that will probably require convoy in the enſuing month, ſtating the particular ſervice and deſtination againſt each, that the Board may make timely application to the Lords of the Admiralty.

11.]—You are to order all regular Tranſports to be numbered or lettered, both on their larboard and ſtarboard bows and quarters, keeping an Account of ſuch numbers or letters, for the purpoſe of noticing any vacancies occaſioned by the diſcharge of Ships from the Service, and to ſend a complete Return thereof at the end of every quarter.

12.]—Upon the arrival of Tranſports from Abroad or from the Out-Ports, which are intended to be diſcharged, you are to give orders to their Maſters to report at the Cuſtom-houſe and Exciſe Office, and to return into ſtore the Victualling and other Government Stores remaining on board; you are alſo to give them notice of diſcharge, allowing as many days, not exceeding five, as may be neceſſary, according to circumſtances, for returning their Stores, unleſs it ſhould appear that any further time was not occaſioned by any delay or neglect on the part of the Maſter or Crew, which circumſtance you are to report to us: you are alſo to give orders to the Storekeeper to receive all the Tranſport Stores, to apply to the Agent Victualler for Craft to land the Proviſions and Water Caſks, and to the Officers of the Dock-yard to receive ſuch Naval Stores, or their remains, as may have been received from thence. In the execution of which you are to prevent, as far as lies in you, every poſſible delay.

13.]—Whenever Tranſports arrive from Abroad or the Out-Ports, and are to be refitted for further Service, you are to order their Maſters to report at the Cuſtom-houſe and Exciſe-office all Stores on board liable to duty. You are afterwards to inſpect the ſtate and condition of ſuch Tranſports in conjunction with the Shipwright Officer, and to give orders for thoſe repairs which may appear to be neceſſary, limiting the time to be allowed for that purpoſe, and the return of the Ships to their duty, according to circumſtances; but in no caſe to exceed ten days for that purpoſe, without the ſpecial directions of this Board. Whenever the time allowed for ſuch repairs ſhall be exceeded, you are to report the ſame, in order to the Ship's being mulcted for the time which has been loſt to His Majeſty's Service. Upon the return of the Ships to Deptford complete for Service, you are to appropriate them agreeably to the direction you may receive from us, and to give to them the orders uſually given to Ships when firſt taken into the Service, attending to the ballaſt being duly ſhifted when that which may be on board is foul, or conſiſts of ſand or ſtones, which is frequently the caſe. When a Ship is infeſted with rats or vermin, you are to order the Ships to be thoroughly fumigated, previouſly to any Stores being put on board, and, if neceſſary, to cauſe the between-decks of Troop Ships to be white-waſhed.

14.]—You are to examine and certify all Tradeſmen's Bills for Stores delivered into the Tranſport Stores, or ſupplied to Tranſports, as to quantity, quality and price, when the Storekeeper has certified the receipt of them into his poſſeſſion; and then to tranſmit the ſaid Bills to the Board for payment.

15.]—You are to report upon the claims made upon the Board by Owners of Tranſports and others, for damages ſuſtained where Government are liable to make good the ſame, as in caſes of capture, recapture, ſalvage, average loſſes, &c.

16.]—You are to ſuperintend the Arabella Tranſport Tender, or any other Veſſels or Boats which occaſionally may be employed in the Tranſport Service, keeping them always ready for duty, and giving the neceſſary orders accordingly; and paying the wages appointed by the Board.

17.]—You are to keep an exact Account of all diſburſements made in carrying on the Service

at Deptford, and to tranſmit an atteſted Account thereof, with the proper Vouchers, to the Board every quarter.

18.]—You are to report to the Reſident Agents at Portſmouth and Cowes, when any Ships ſail from Deptford for thoſe places, ſtating againſt their names the number of Paſſengers or Troops each regular Tranſport, Store Ship, or Ship on Freight is fitted to receive, and alſo the names of ſuch Paſſengers as may have been previouſly ordered to be received on board in the River, in order to prevent miſtakes or diſappointments to perſons who are to embark at thoſe Ports; and you are at the ſame time to note theſe particulars againſt the Ships names in your Weekly Returns.

19.]—In order to prevent, as far as may be practicable, the improper ſtraggling of Tranſport Seamen, and for their encouragement when they conduct themſelves properly, you are, when the Service will admit of it without inconvenience, upon the Maſter's application to you, to grant Tickets of leave to a ſmall number of their crews at a time for ſhort periods, to go on ſhore to purchaſe neceſſaries; and if they ſhould be impreſſed when abſent on leave, you are to apply to the Regulating Captain of the Impreſs Service at the Tower to diſcharge them.

20.]—You are to grant to the Brokers or to the Owners of Tranſports, Certificates of their Ships being actually in the Service, and of the lay days of Ships on Freight.

21.]—You are to ſuperintend the allotting and ſale by auction of all ſuch old Stores as may be ordered to be ſold.

22.]—You are to ſuperintend the embarkations and diſembarkations of all Troops or Horſes on the river Thames.

23.]—You are to communicate frequently with the Superintendant and other Officers of the Victualling Office at the Red-houſe, reſpecting receiving or ſhipping of Victualling Stores, with the Superintendant of Ordnance Shipping, and with the Officers of the Dock-yards at Deptford and Woolwich, reſpecting the Ships allotted for the uſe of thoſe Departments.

24.]—You are to ſuperintend the receiving and ſhipping of lemon juice, and all other medical ſtores of the branch for Sick and Wounded Seamen, giving directions to the Store-keeper to receive and iſſue the ſame. You are to direct the mixing with ſpirits of wine, bottling and packing of lemon juice in caſes, and to give orders for the repair of ſuch old caſes as may require it. You are alſo to receive returned medical and other Stores from the Surgeons of His Majeſty's Ships.

25.]—You are not, either directly or indirectly, to have any intereſt or concern whatever in Tranſports or other Veſſels hired for the Service of Government; nor are you in any reſpect whatever to have any private or perſonal intereſt, or uſe any private or perſonal influence, reſpecting the hire, pay or profits of Tranſports or other Veſſels. Neither are you, nor is any perſon for you, either directly or indirectly, to demand or receive under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity or reward from any Contractor, Tradeſman or other perſon having any connection either as a Principal or an Agent, with any part of your public duty, or having buſineſs to tranſact at this Office; nor are you, nor is any perſon on your behalf, to receive any fee, gratuity or reward whatever, for the nomination or appointment of any Clerk or other perſon to be employed under you in any capacity whatever. To this effect you are to take an Oath in the annexed form, and to give Bond in three times the amount of your Salary; and in caſe of default therein you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, N° 1.
Appendix, N° 2.

26.]—Finally; you are to inſpect and direct all the Services, of whatever nature, carrying on at Deptford under the immediate orders of this Board, and to take eſpecial care that ſuch Services be performed with economy, regularity and diſpatch.

APPENDIX

TO THE INSTRUCTIONS TO THE INSPECTING AGENTS FOR THE TRANSPORT SERVICE AT DEPTFORD.

Appendix to the Inſtructions to the Inſpecting Agents for the Tranſport Service at Deptford.

—N° 1.—

FORM of an OATH to be taken and ſubſcribed by all Officers and Clerks employed in the Tranſport Service.

I do ſincerely promiſe and ſwear, That I will be faithful, and true allegiance bear to His Majeſty King George the Third, and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at and will ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given me by the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking care of ſick and wounded Seamen; and for the care and cuſtody of Priſoners of War; and that I will not, either directly or indirectly, accept, take or receive from any Priſoner of War, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money, or other thing, under any name,

Appendix to the Inſtructions to the Inſpecting Agents for the Tranſport Service at Deptford.

name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution, or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of over and above the Salary, and ſuch allowances as may from time to time be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners of His Majeſty's Tranſport Service, &c.; and that I will not, either directly or indirectly, have any intereſt or concern in any Contract under the Tranſport Board, or any other Naval Department, or in any Stores furniſhed or provided for the Service of Government, or in the purchaſe of any Stores which ſhall be ſold by Government, or by the order of Government; and that I will not demand, take or receive, either directly or indirectly, any fee, gratuity or reward, for the nomination, appointment or entry, or for interference in the nomination, appointment or entry of any Clerk or Perſon appointed or entered into any Department under the Tranſport Board. So help me GOD.

—N° 2.—

FORM of a BOND to be given by all Officers and Clerks employed in the Tranſport Service.

KNOW all Men by theſe preſents, That I am held and firmly bound unto our Sovereign Lord George the Third, by the Grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made, I bind myſelf, my heirs, executors, and adminiſtrators firmly by theſe preſents, ſealed with my ſeal, dated this day of in the year of the Reign of our ſaid Lord the King, and in the year of our Lord 180

The Condition of this Obligation is ſuch, that if the above bounden do and ſhall faithfully, honeſtly, and diligently, to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of to which he has been appointed at and ſhall ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given him by the Commiſſioners for the Tranſport Service, or by any Officer ſuperior to him in his line of duty; and ſhall not, either directly or indirectly, accept, take, or receive from any Priſoner, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward for the execution, or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, nor receive any emolument whatever in reſpect to his ſaid office of over and beyond the Salary, and ſuch allowances as may from time to time be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners; and ſhall not, either directly or indirectly, have any intereſt or concern whatever in any Contract under the Tranſport Board, or any other Naval Department; nor demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, for the nomination, appointment or entry, or for the interference in the appointment or entry of any Clerk or Perſon appointed or entered in any Department under the Tranſport Board, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered (being firſt duly ſtamped) in the preſence of }

INSTRUCTIONS
TO THE SHIPWRIGHT OFFICERS OF THE TRANSPORT BOARD AT DEPTFORD.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—YOU are conſtantly to attend the Tranſport Yard at Deptford, and to be in readineſs to execute ſuch orders and inſtructions as may be ſent to you from the Board; and in the immediate performance of your duty, you are to follow the directions which may be given you by our Inſpecting Agent for Tranſports on the river Thames, and to aſſiſt him in the diſcharge of his duty.

2.]—You are regularly to correſpond with the Board on all matters relating to the ſurveying, repairing, and fitting the Hull, Maſts, and Yards of Tranſports.

3.]—When any Ships ſhall be ordered to be ſurveyed either for regular Tranſports or on Freight, you are particularly to inſpect into the ſtate of their Hulls, Maſts and Yards, and jointly with our inſpecting Agent to report as to their fitneſs for the Service. In the performance of this duty, ſo far as relates to regular Tranſports, it will be neceſſary that you keep a pocket ſurvey-book, ſimilar to the following form, in which you are to inſert ſuch remarks on the general ſtate of the Ships, as may enable you to fix the value of their Hulls, Maſts, and Yards with the greater accuracy.

SHIPS NAMES.	Dimenſions.	Claſs.	Height of Deck.	Bottom.	When ſurveyed.	Where and when built.	REMARKS.
17 Oct. 1807:	Ft. In.		Ft. In.				
London, in Ayles Dock.	L 101. 0		5. 7	W. S. and			A very good Ship, has been well attended to, and in eſtimating her Value, only 3*s.* per Ton per Year to be deducted for Wear and Tear.
Tendered by Taylor and Mouſely, for a Six Months coppered Tranſport.	B 28. 9	Ship	B. 9	Coppered on Iron Bolts.	18th Oct. 1806	Whitby 1795	
	T 339$\frac{8}{94}$		D. 11				
			13. 0				
			B 1. 0				N. B. The Cabins not to be altered: can accommodate 4 Officers in Cabins, hang 8 Cotts, and has a State Room with 2 Beds for any ſuperior Officer.

No. in the Index.	Ships Names.	Masters Names.	Tons.	Class.	Height between Decks.	Depth in Hold.	Bottom.	If a Raft Port.	Where and when built.	Whether built of Oak, Fir, or otherwise.	Number of Bed Cabins.	Number of Horse Stalls.	Service intended for	Date of Order for Survey.	When surveyed.	When entered into Pay.	REMARKS.
					Feet In.	Feet In.	Coppered or Sheathed.										When a Ship is not approved of, the Reason why is to be stated in this Column.
3,696	London.	Wm Linder.	3395 9/94	Ship.	5 7	13 0	Coppered	Yes.	Whitby 1795				6 Months, coppered Transport.	17 Oct. 1806.	18 Oct. 1806.	31 Oct. 1806.	

4.]—After having made with the Agent your joint Report of the Ship to the Board, you are to enter the principal dimenſions and other remarks in an official book, entitled, "Regiſter of Shipping," agreeably to the form particularized in the margin.

5.]—When Ships accepted for the Service are arrived at Deptford, you are to ſee that they are fitted as required on the Owners part, ſo far as relates to the Guns or Carronades being properly placed and ſubſtantially fitted, and the uſual Bulkheads, Magazines, and Lazarettos properly built; you are alſo to ſee that ſuch repairs and alterations in the Cabins for the better accommodation of Officers, as may have been pointed out on ſurvey, have been duly executed previouſly to the Ship being declared ready for Service.

6.]—Upon the arrival of the Ship at Deptford, and her being reported by the Owner or Maſter as ready on their part to enter into pay, you are to go on board and ſurvey the Carpenter's Stores, and ſee that the ſame be complete according to Indent; and that the Hull, Maſts, and Yards are repaired and fitted agreeably to the particulars which had on ſurvey been pointed out, and that the Ship be in every reſpect complete for immediate duty.

7.]—You are conjointly with our Inſpecting Agent, to report the preciſe day on which the Tranſport was entitled to commence pay, according to the foregoing Article.

8.]—Whenever any Tranſport ſhall be appropriated, and our Inſpecting Agent ſhall have informed you thereof, and the Service for which ſhe is to be fitted, you are to give immediate directions to the different Tradeſmen, ſuch as the Shipwright, Ship Joiner, Plumber, &c. and to ſuperintend them in order to ſee that the Ships be properly fitted, whether for Troops or Horſes, or Hoſpitals for Sick and Wounded, or Priſons for the Security of Convicts, or for any other Service, obſerving in all caſes that you are not to make any alteration in the uſual eſtabliſhed method of fitting Tranſports without conſulting with our Inſpecting Agent, and with him firſt ſubmitting ſuch propoſed alteration to the Board for approval. In the performance of this part of your duty, you are to keep a correct Account of the work done on board each Ship reſpectively, whether by Contract or otherwiſe, ſo far as relates to the quantity of materials uſed and the workmen's time. You are alſo to examine and certify all Tradeſmen's Bills for fitting Tranſports belonging to this Department, in repairing damages which Government is liable to make good, according to the Board's order for the ſame, and to certify that the prices charged are reaſonable, and agreeable to the cuſtom of the river Thames.

9.]—You are to value the Hull, Maſts and Yards of all Tranſports when taken into the Service, and in conjunction with the Inſpecting Agent's valuation of the Furniture and Stores, to report with him the whole eſtimate to the Board, ſo as that in caſes of capture or other damage for which Government is anſwerable, you may, together with him, be able to juſtify your Report upon Oath (if required) either before a Court of Juſtice or for the fuller ſatisfaction of the Board, that all doubts, difficulties and controverſies may as far as poſſible be avoided, and that equal juſtice may be obtained between the Crown and the Contracting Parties reſpectively; and you are to tranſmit to the Board a Monthly Account, which ſhall never be three months in arrear, of all the valuations, preſerving regularly in your Office the Accounts of the ſeveral Items upon which the Aggregates tranſmitted may have been founded, in order that reference may be had to the ſame, if the caſe ſhould ſo require. You are likewiſe, in the ſame manner, to value ſuch Ships as the Board may occaſionally intend to purchaſe, upon the receipt of directions for that purpoſe; but neither you nor the Inſpecting Agent are to make known to any perſon or perſons whatever the valuation you may have made upon any Ship or Article, without an expreſs order from the Board for that purpoſe.

10.]—Whenever the Board may be called upon to make good the damages done to any Tranſports, in ſuch caſes where they are liable thereto, you are to go on board and particularly examine the ſame, and to tranſmit an eſtimate of the amount for repairing, and to attend ſuch repairs at the Merchants Yards, in order to aſcertain that no more than the actual damage received is repairing, or has been repaired, at the expence of Government; and you are alſo to examine, check and certify the Tradeſmen's Bills for all ſuch repairs.

11.]—You are to ſuperintend the repairs and fitting of armed Tranſports, employed in the Service of this Department, done at Merchants Yards; taking an account of the quantity of materials uſed, and the workmens time; you are to examine, check and certify the Tradeſmens Bills for the ſame, and alſo to examine and report on the Carpenter's Account of Expenditure of Stores on board ſuch armed Tranſports.

12.]—You are to examine all Tradeſmens Bills for fitting Tranſports under the directions of our Agents Abroad or at the Out-Ports, when tranſmitted to you for that purpoſe, and to report as to the reaſonableneſs of the prices charged, and the quantity of materials charged therein.

13.]—You are to deſign and complete draughts for the building any Ship, Veſſel or Boat ordered by the Board for the Service of this Department, and to ſuperintend their building; you are alſo to examine and certify the Tradeſmens Bills for the work and materials uſed in the ſame.

14.]—Upon the arrival of any Tranſport from Abroad, you are to go on board and examine into her ſtate and condition, and if the Board ſhould think fit, upon your and the Agent's repreſentation, or otherwiſe, to continue her in the Service, and in that caſe it ſhould appear neceſſary that the Ship ſhould go into a dry Dock or on the Ways to have repairs of any ſort done to the Hull, you are to report the ſame to the Inſpecting Agent, with your opinion as to the time it will take to perform the ſame.

15.]—You are to examine all new lemon juice caſes, and to ſuperintend the repairing of the old caſes; taking an account of the materials uſed and the workmens time, in order that you may duly examine and certify the Tradeſmen's Bills for the ſame.

16.]—All repreſentations and communications with the Board from you are to be tranſmitted unſealed, through the Inſpecting Agent, to the Board.

17.]—You are not, either directly or indirectly, to have any intereſt or concern whatever in Tranſports or other Veſſels hired for the Service of Government, nor are you in any reſpect whatever to have any private or perſonal intereſt, or uſe any private or perſonal influence, reſpecting the hire, pay or profits of Tranſports or other Veſſels; neither are you, nor is any perſon for you, either directly or indirectly, to demand or receive under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity or reward from any Contractor, Tradeſman, or other Perſon having any connection, either as a Principal or an Agent, with any part of your public duty, or having buſineſs to tranſact at this Office; nor are you, nor is any perſon on your behalf, to receive any fee, gratuity or reward whatever for the nomination or appointment of any Clerk or other Perſon to be employed under you in any capacity whatever. To this effect you are to take an Oath, in the annexed form, and to give Bond in three times the amount of your Salary; and in caſe of default therein you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, N°s 1 & 2.

APPENDIX

TO THE INSTRUCTIONS TO THE SHIPWRIGHT OFFICERS AT DEPTFORD.

—N° 1.—

Appendix to the Inſtructions to the Shipwright Officers at Deptford.

FORM of an OATH to be taken and ſubſcribed by all Officers and Clerks employed in the Tranſport Service.

I . . . . . do ſincerely promiſe and ſwear, That I will be faithful, and true allegiance bear to His Majeſty King George the Third, and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of . . . . . to which I am appointed at . . . . . and will ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given me by the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of ſick and wounded Seamen, and for the care and cuſtody of Priſoners of War; and that I will not, either directly or indirectly, accept, take or receive from any Priſoner of War, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution, or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of . . . . . over and above the Salary and ſuch allowances as may from time to time be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners of His Majeſty's Tranſport Service, &c.; and that I will not, either directly or indirectly, have any intereſt or concern in any Contract under the Tranſport Board, or any other Naval Department, or in any Stores furniſhed or provided for the Service of Government, or in the purchaſe of any Stores which ſhall be ſold by Government, or by the order of Government, and that I will not demand, take or receive, either directly or indirectly, any fee, gratuity or reward, for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered into any Department under the Tranſport Board.

So help me God.

—N° 2.—

—N° 2.—

Appendix to the Inſtructions to the Shipwright Officers at Deptford.

FORM of a BOND to be given by all Officers and Clerks employed in the Tranſport Service.

KNOW all Men by theſe preſents, That I am held and firmly bound unto our Sovereign Lord George the Third, by the grace of God, of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our Sovereign Lord the King, his Heirs and Succeſſors, for which payment to be well and truly made I bind myſelf, my heirs, executors and adminiſtrators, firmly by theſe preſents, ſealed with my ſeal, dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 180

The Condition of this Obligation is ſuch, that if the above bounden do and ſhall faithfully, honeſtly and diligently, to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of to which he has been appointed at and ſhall ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given him by the Commiſſioners for the Tranſport Service, or by any Officer ſuperior to him in his line of duty, and ſhall not, either directly or indirectly, accept, take or receive from any Priſoner, or from any Contractor, Tradeſman, Workman or other Perſon or Perſons whomſoever, any ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution, or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, nor receive any emolument whatever in reſpect of his ſaid office of over and beyond the ſalary and ſuch allowances as may from time to time be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners, and ſhall not, either directly or indirectly, have any intereſt or concern whatever in any Contract under the Tranſport Board, or any other Naval Department, nor demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, for the nomination, appointment or entry, or for interference in the nomination, appointment or entry of any Clerk or Perſon appointed or entered in any Department under the Tranſport Board, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered, (being firſt duly ſtamped) in the preſence of

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INSTRUCTIONS

To the STOREKEEPERS for the TRANSPORT SERVICE at DEPTFORD.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—You are conſtantly to reſide at or near our Yard at Deptford, in order that you may be always ready to receive and obey the orders and directions of this Board; and in the diſcharge of the duty committed to your care, you are to attend to ſuch inſtructions as may be given you by our Inſpecting Agent.

2.]—You are to receive into your charge all kinds of Stores belonging to our Office or committed to our orders, and diſpoſe and arrange them ſafely and carefully, ſo that they may not decay, be waſted or embezzled; and you are ſtrictly to examine the quality and quantity thereof upon delivery, in order to ſee that they be in every reſpect agreeable to pattern or conformable to contract; all which you are to certify, with our Inſpecting Agent in the Tradeſmens Bills, for the ſame. In caſe any Stores ſhould be found inferior to contract, you are not to receive them, but to report the particulars immediately to the Board.

3.]—You are to tranſmit to this Office monthly an Abſtract of the receipts and iſſues of every ſpecies of Stores in the preceding month, ſtating therein the remains of each ſpecies, which Abſtract is to be ſigned by yourſelf.

4.]—You are to tranſmit to this Office a Weekly Account of the receipts and iſſues of Beds and Bedding, ſtating the number remaining in ſtore at the time ſuch Account is made out.

5.]—You are to tranſmit to this Office a Weekly Account of all the perſons employed under you, diſtinguiſhing whether Clerks, Foreman, Labourers or Watchman; in which is to be inſerted the time they have been reſpectively employed, and the rate of pay.

6.]—You are to keep exact Accounts, under diſtinct heads, of all Stores received and iſſued by you, in the method of debtor and creditor, in ſuch forms as on your application to us we ſhall preſcribe, and to balance the ſame at the end of every quarter.

7.]—You are to inſert in a ſeparate book for that purpoſe, the receipt of all Stores, ſtating particularly the ſpecies, the quantity, the days when received, the perſon from whom received, for what uſe, and under what orders.

8.]—You are not to iſſue any Stores without an order in writing from this Board or our Inſpecting Agent; and ſuch iſſues are to be immediately entered in a book for that purpoſe, ſtating

ſtating particularly the ſpecies, the quantity, the days when delivered, for what uſe, to what ſhip or perſon, and under what order; and you will be careful to take receipts for the ſame, in order that the proper perſons may be charged therewith, and your own Accounts confirmed by proper Vouchers.

9.]—You are to receive and carefully depoſit all Stores returned from Tranſports, giving the Maſters receipts for the ſame, and to cauſe due entry to be made thereof in a book for that purpoſe, ſtating under diſtinct heads, the *ſerviceable*, *repairable* or *unſerviceable*. You are to ſelect ſuch Beds and Bedding as can be made fit for reiſſuing by waſhing and mending, and to report the ſame to our Inſpecting Agent, and receive his directions for cauſing the ſame to be either waſhed or repaired as ſpeedily as poſſible. You are afterwards to ſee that ſuch Bedding be properly cleanſed, to receive the ſame into ſtore, to recharge yourſelf therewith, and to preſerve them in readineſs for reiſſuing when occaſion may require. The ſame mode is to be taken with reſpect to any other deſcription of Stores that can be made fit for further ſervice, and all waſte and damage to be prevented. In the performance of this duty, if it ſhall be neceſſary to convert any part of ſuch Stores for the purpoſe of repairing and making ſerviceable other Bedding and Stores, you are carefully to account particularly for ſuch converſions, the nature of the Stores converted, their diſpoſal, and the reaſons for the ſame.

10.]—You are, from time to time, to receive into ſtore, and to iſſue therefrom, as occaſion may require, all articles of Furniture and Stores belonging to the Tender and other Craft employed by the Board, and to keep an Account of the ſame, that nothing be embezzled, damaged or loſt.

11.]—As all expences are to be paid by the Inſpecting Agent, you are to certify the weekly Liſts of Wages of the ſeveral perſons employed under you; and you are to obſerve the ſame rule in every article of expence incurred upon any circumſtances of the buſineſs under your ſuperintendence.

12.]—The above are your principal duties as Storekeeper; but as you have been employed at ſea, and are acquainted with Ships and Naval Stores, you are alſo to aſſiſt the Inſpecting Agent and Shipwright Officer in the valuation of Veſſels, their Stores and Furniture, as they may call upon you for that purpoſe, and alſo ſuch other ſervices, particularly in the embarkation or diſembarkation of Troops and Stores as the Board may direct, or the Inſpecting Agent may deſire. All repreſentations and communications with the Board from you are to be delivered unſealed to the Inſpecting Agent, and tranſmitted by him to the Board.

13.]—You are to take into your charge all Caſes, Caſks, or Bottles of Lemon Juice, which may be ſent to you under orders from the Board, and to attend to their iſſues, packing, and other circumſtances of accounting for them, as are directed for the other public Stores committed to your truſt, reporting the remains regularly every week to the Office.

14.]—You are not, either directly or indirectly, to have any intereſt or concern whatever in Tranſports or other veſſels hired for the Service of Government; nor are you in any reſpect whatever to have any private or perſonal intereſt, or uſe any private or perſonal influence, reſpecting the hire, pay or profits of Tranſports or other Veſſels. Neither are you, nor is any perſon for you, either directly or indirectly, to demand or receive, under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity or reward, from any Contractor, Tradeſman or other Perſon having any connection, either as a Principal or an Agent, with any part of your public duty, or having buſineſs to tranſact at this Office; nor are you, nor is any perſon on your behalf, to receive any fee, gratuity or reward whatever, for the nomination or appointment of any Clerk or other Perſon to be employed under you in any capacity whatever. To this effect you are to take an Oath in the annexed form, and to give Bond in three times the amount of your Salary; and in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, N° 1.
Appendix, N° 2.

APPENDIX

TO THE INSTRUCTIONS TO THE STOREKEEPERS AT DEPTFORD.

Appendix to the Inſtructions to the Storekeepers at Deptford.

—N° 1.—

FORM of an OATH to be taken and ſubſcribed by all Officers and Clerks employed in the Tranſport Service.

I do ſincerely promiſe and ſwear, That I will be faithful, and true allegiance bear to His Majeſty King George the Third, and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at and will ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given me by the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of ſick and wounded Seamen, and for the care and cuſtody of Priſoners of War; and that I will not, either directly

directly or indirectly, accept, take or receive from any Priſoner of War, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution, or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of over and above the Salary, and ſuch allowances as may from time to time be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners of His Majeſty's Tranſport Service, &c.; and that I will not, either directly or indirectly, have any intereſt or concern in any Contract under the Tranſport Board, or any other Naval Department, or in any Stores furniſhed or provided for the Service of Government, or in the purchaſe of any Stores which ſhall be ſold by Government, or by the order of Government; and that I will not demand, take or receive, either directly or indirectly, any fee, gratuity or reward, for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered into any Department under the Tranſport Board.

So help me God.

—N° 2.—

FORM of a BOND to be given by all Officers and Clerks employed in the Tranſport Service.

KNOW all Men by theſe preſents, That I am held and firmly bound unto our Sovereign Lord George the Third, by the Grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made, I bind myſelf, my heirs, executors and adminiſtrators firmly by theſe preſents, ſealed with my ſeal, dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 180

The Condition of this Obligation is ſuch, that if the above bounden do and ſhall faithfully, honeſtly and diligently, to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of to which he has been appointed at and ſhall ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given him by the Commiſſioners for the Tranſport Service, or by any Officer ſuperior to him in his line of duty; and ſhall not, either directly or indirectly, accept, take or receive, from any Priſoner, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution, or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, nor receive any emolument whatever in reſpect to his ſaid office of over and beyond the Salary, and ſuch allowances as may from time to time be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners; and ſhall not, either directly or indirectly, have any intereſt or concern whatever in any Contract under the Tranſport Board, or any other Naval Department; nor demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, for the nomination, appointment or entry, or for interference in the appointment or entry, of any Clerk or Perſon appointed or entered in any Department under the Tranſport Board, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered (being firſt duly ſtamped) in the preſence of }

INSTRUCTIONS
TO THE SURGEONS AT THE FOREIGN HOSPITALS.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—You are to be conſtant in your attendance at the Hoſpital, and if there ſhould be a houſe allotted to you in it, you are to make it your reſidence, in order that you may at all times be in readineſs to execute the duties of your office, from which you are not to abſent yourſelf without leave from the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels at the place.

2.]—You are to be conſidered as the Firſt Officer in the Hoſpital, and are to take the lead in all matters wherein you are required to act in conjunction with the Agent, in all

which cafes you are to communicate and confer together in the moft ample manner for the benefit of His Majefty's Service.

3.]—You are to take care that the Agent do at all times keep the unoccupied wards of the Hofpital in readinefs for the reception of Patients, to the end that fuch Sick and Wounded Seamen as may be fent on fhore from any of His Majefty's Ships or Veffels may be immediately accommodated therein, and thereby avoid the danger of delay.

4.]—You are to take care that every Sick or Wounded Man have a bed to himfelf; that every bed have a pair of clean fheets when a man be put into it; that the fheets be changed every feven days, or oftener if you fhall think it neceffary, and when the man fhall be difcharged or dead, that the bed and bedding be carefully aired or purified before it be made ufe of again. Every man is to have clean body linen twice a week, or oftener if you fhould think it proper.

5.]—You, or the Difpenfer, are invariably to attend the duty of receiving Patients, and every man brought to the Hofpital for admiffion is to be examined by one of you, unlefs he fhall arrive when you may both be vifiting in the wards, in which cafe an Hofpital Mate may be allowed to perform this duty. When it may be your turn to execute this fervice, you are to be very attentive thereto, and to be always ready to examine, in the prefence of the Medical Officer who accompanied them, any man who may be brought to the Hofpital. When any man fhall have been fent to the Hofpital with a rupture, he is not to be admitted therein unlefs attended with fymptoms of ftrangulation, if he have no other complaint, but you are to furnifh him with a demand under your hand on the Difpenfer in the annexed form, for a proper truf; he is to fign a receipt for the fame, which is to be witneffed by the Medical Officer who conducted him to the Hofpital; and you are to take care that the truf be of a proper fize, and well fitted on the man before he be taken back to his Ship. You are to be very careful not to receive any men with fuch other difeafes as cannot derive advantage from Hofpital treatment, unlefs the Ships to which they belong fhould be immediately going to fea, or in cafes of infanity, paralyfis or epilepfy, under either of which circumftances they are to be admitted and brought forward for examination at the firft furvey, for being invalided or otherwife difpofed of as their cafes may require. Nor are you to receive Patients whofe difeafes or hurts be fuch as can obviouffly be cured by the Surgeon on board the Ship to which they belong.

Appendix, N° 1.

6.]—You will inftruct the Hofpital Mates, that when in the cafe mentioned in the preceding Article he fhall be employed in receiving men, if any Patients requiring fpeedy affiftance be received by him, he is to give you immediate notice thereof, ftating their cafes refpectively, and you are without fail to vifit and prefcribe for fuch Patients as foon as you poffibly can after receiving fuch notice; you are to inform your Hofpital Mate that he is not himfelf to reject any man fent for admiffion, but if he confider him not to be an object for the Hofpital, he is to report the fame to you for your direction thereon.

7.]—As the admiffion of men feigning difeafes or hurts into an Hofpital muft be detrimental to the Service, you are to ufe every means in your power to detect impoftors, and whenever on that or any other account you fhall fee caufe to reject any men, you are immediately to take fuch fteps as may be proper for caufing them to be fent back to their Ships.

8.]—As every Seaman or Marine fent from His Majefty's Ships for admiffion into the Hofpital, will bring with him a Ticket duly figned by the Captain or Commanding Officer, and other figning Officers, you are to write your name on the back of the Tickets of all fuch men as you fhall find fit objects to be received, as an authority to the Agent for entering them on the Hofpital Books, and you are to obferve that men fent from Navy Tranfports, Hoys belonging to the Victualling Department, and all Veffels being the property of the Crown, as well as Prifoners of War, fhould it be judged expedient to fend them to the Naval Hofpital, are to be received and treated in all refpects the fame as thofe fent from His Majefty's Ships.

9.]—The Surgeons of His Majefty's Ships being directed by their Inftructions to tranfmit with every Patient fent to an Hofpital, a correct ftatement of his cafe in writing; whenever this fhall be omitted, or it fhall appear that a Patient has been neglected or injudiciouffly treated by the Surgeon of the Ship from which he was received, you are to inform us of fuch omiffion, or communicate to us the particulars of fuch neglect or injudicious treatment of the Patient, in order that fuch fteps may be taken as the cafe may require.

10.]—Every Patient received into the Hofpital is to be waffhed in a bathing tub with warm water and foap before he be put to bed, unlefs you fhall deem it improper, in fuch cafe he may be gently waffhed by the Nurfe with a cloth dipped in warm water with foap, fhould his cafe admit of it; and this procefs of bathing and waffhing Patients is invariably to be done in the prefence and under the fuperintendence of yourfelf, the Difpenfer or the Hofpital Mate, in order that fuch relief as the Patient fhall happen to require may be immediately adminiftered.

11.]—Every Patient received with an infectious difeafe fhall leave all his clothes in the bed-houfe, and be furnifhed with the dreffs of the Hofpital, and no part thereof is to be returned to him without a note under your hand to the Agent, fpecifying the articles you defire he fhould be furnifhed with. Other Patients are not to be furnifhed with the Hofpital dreffes, unlefs from the ftate of their own clothing it fhall be deemed proper, but are to take into the wards fuch a quantity of their own clothes as may be fixed by you, and no further fupply is at any time to be granted to them without your authority in writing.

12.]—When Patients are received into the Hofpital with contagious difeafes, you are to report the fame to the Agent, that he may give the neceffary orders for carefully attending to the eftablifhed regulations for purifying their clothing, bedding, &c.; and you are likewife to fuggeft to him the ufe of fuch other means as may in your opinion tend to deftroy and prevent

vent the ſpreading of contagion, repreſenting to him, whenever for this purpoſe it ſhall appear to you neceſſary, to burn all or any part of the Patient's effects; and you are to join with him in appraiſing the clothes to be burnt, obſerving not to conſume any article by fire that may become uſeful after having undergone the proceſs of boiling. Whenever, from the nature of the diſeaſe in any ward under your care, you ſhall conſider it prudent to prevent any communication therewith, except by the Medical Officers and Nurſes, you are to inform the Agent thereof, in order that he may give them the Muſter Letter, and alſo take ſuch meaſures thereon for preventing communication as he may think proper.

13.]—You are to viſit every Patient as ſoon as poſſible after his admiſſion into the Hoſpital, to preſcribe for him ſuch medicine, diet and treatment, as you may judge proper, and to ſee that ſuch further care be taken of him as the circumſtances may require.

14.]—When a Patient ſhall be received into the Hoſpital from any of His Majeſty's Ships or Veſſels on account of a wound or hurt, or a diſeaſe ariſing from a wound or hurt received in the Service, which ſhall make amputation neceſſary, or ſhall have ſo diſabled the Patient as to render him an object for relief from the Cheſt at Greenwich, you are to inſert on his Smart Ticket the further particulars of his caſe, during the time he may have been under your care; but if no Smart Ticket ſhall have been granted to him, you are to apply to the Captain of the Ship for one, and if it ſhould not afterwards be ſent, you are to forward to us a ſtatement of the man's caſe, ſpecifying the particulars of the manner in which he received the injury, and the time, ſo far as you may be enabled to aſcertain the fact, in order that we may take the neceſſary ſteps to obtain ſuch Ticket for the man, or certify his caſe ourſelves for the conſideration of the Directors of the Cheſt.

15.]—Whenever the Officers of the Hoſpital ſhall require your aſſiſtance for themſelves, their families or ſervants, you are to attend them at their houſes, and to afford them the ſame medical aid as to the Patients of the Hoſpital, and may preſcribe medicines for them to be ſupplied from the Diſpenſary.

16.]—Such of the ſervants of the Hoſpital as are paid by this Board, in caſe of their becoming ill or receiving hurts in the execution of their duty, are to be treated as Patients; and whenever you ſhall be applied to by any of them on account thereof, and you ſhall find them unable to continue on duty, you are to receive them into a ward, and preſcribe medicine and diet for them as for other Patients in ſimilar caſes, ſignifying the ſame to the Agent by a note under your hand in the form annexed; and when ſuch ſervants ſhall be fit to return to duty, or to be otherwiſe diſcharged, you are to make it known to the Agent by note in the form annexed, that he may regulate his books accordingly. Appendix, N° 2. Appendix, N° 3.

17.]—You are to viſit your Patients regularly morning and evening, and at all other times when the nature and urgency of their complaints may render it neceſſary: you are to direct the Hoſpital Mates, that ſhould any Patient become worſe at any time between your viſits, whether in the day or night, they do not fail to report the ſame to you, in order that you may viſit him; and you are on all occaſions, when a Patient ſhall be dangerouſly ill, to cauſe an Hoſpital Mate to viſit him as frequently as you may judge proper, in order to watch the progreſs of his diſeaſe or hurt, and to give you immediately every information thereon that the caſe may require; and you are alſo to give general directions to the Nurſes, that whenever any Patient under their care ſhall deſire to ſee a Medical Officer, or whenever the Nurſes themſelves may diſcover any Patient to be worſe, whether in the day or night, that they immediately make the ſame known to one of the Hoſpital Mates.

18.]—You are to ſuperintend your Hoſpital Mates when employed in dreſſing the Patients; but critical caſes, and all ſuch as may require a ſuperior degree of ſkill and dexterity, are to be dreſſed by yourſelf, whereby your Patient will be benefited, and you will ſhew to your Mates an example of profeſſional induſtry and expertneſs, and impreſs on their minds the neceſſity of paying the ſtricteſt attention to cleanlineſs, and to the moſt gentle mode of treatment in the execution of this important part of their duty.

19.]—You are to have for every Patient under your care a Preſcription Ticket in the annexed form, on which you are to enter his name and quality, the name of the Ship to which he belongs, the time when you received or firſt viſited him, the nature of his diſeaſe, wound or hurt, and the number of the ward in which he is placed; and on the firſt page of this Ticket you are to tranſcribe the deſcription of the caſe as received from the Surgeon of the Ship; and you are thereon to preſcribe daily the medicines, wine, porter and every other neceſſary which you may judge proper for ſuch Patient to receive from the Diſpenſary, with the diet you may have ordered for him; you are likewiſe to inſert thereon the different ſymptoms of his diſeaſe, as they ſhall from time to time preſent themſelves, and alſo as you may change the treatment, the cauſe which induced you to do ſo; and you are to note thereon the time of the Patient's diſcharge, ſtating whether cured or uncured, his being invalided, his deſertion, or death, as the caſe may happen. Appendix, N° 4.

20.]—You are to demand from the Diſpenſer, by note under your hand, ſuch ſupplies of ſponge, bandages, crutches, truſſes or other ſurgical materials as may be required for the uſe of the Patients under your care, and may not be included in the Preſcription Ticket; and whenever the nature of any of the above-mentioned articles will admit of their being of further uſe, after they ſhall be no longer wanted for the purpoſe for which they were demanded, you are to cauſe them to be returned to the Diſpenſer, and to ſee that he recharge himſelf therewith, obſerving that no article whatever is to be iſſued from the Diſpenſary but what ſhall be contained in the ſaid Preſcription Ticket, or demanded by note, as hereinbefore directed.

21.]—You are to direct your Hoſpital Mates to go regularly round the wards, when the medicines ſhall have been received from the Diſpenſary, to ſee that they are properly placed by the Nurſes at the head of the cradle of each Patient for whom they are preſcribed, and that

that they are regularly taken as directed by you; you are to obſerve that your Hoſpital Mates be conſtant in their attention to their duty, and are never to be abſent, under any pretence, without your conſent; and you are to report to us or to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels, as the caſe may require, any neglect or miſconduct which you may obſerve in any of them.

22.]—You are to take care that men with different diſtempers be not improperly put into the ſame ward, and to pay particular attention that thoſe with contagious diſeaſes be kept ſeparate from all other deſcriptions of Patients, and that every precaution be taken to prevent the ſpreading of infection. When a remiſſion ſhall take place in a Patient's diſeaſe, and continue ſo as to prove him convaleſcent, you are to cauſe him to be removed to a convaleſcent ward, taking care that he have clean clothes, and that every precautionary meaſure be adopted to prevent ſuch Patient carrying diſeaſe to the ward in which he may be placed; obſerving, that no more convaleſcent wards are at any time to be occupied than ſhall abſolutely be neceſſary for the Patients in general belonging to the Hoſpital.

23.]—You are to take care that the wards and the utenſils therein be conſtantly kept in a ſtate of the moſt perfect cleanlineſs, that a diſtance of four feet be preſerved between each cradle when the ſervice will admit of it, but never leſs than two; that there be a proper number of Nurſes, not exceeding the proportion of one to ſeven Patients, except in caſes of abſolute neceſſity; and you are to behave with the greateſt tenderneſs and attention to the Patients, and to enjoin the like behaviour on the part of your Hoſpital Mates, and all the Nurſes.

24]—You are to be particularly attentive that all the wards under your direction be well ventilated, and that no Patient who may be received with recent or clean wounds, be placed in the ſame ward with Patients who may be afflicted with foul or ſloughing ulcers; obſerving alſo, when a wound or ulcer becomes clean, that the Patient be removed to a ward with clean ſores. You are to be very careful to cauſe all the foul bandages, on their being taken off, to be immediately immerſed in boiling water, and thoroughly waſhed; and that every ſponge and utenſil after being employed in dreſſing, be regularly cleanſed in the ſame manner; great care is likewiſe to be taken that every ſponge be deſtroyed as ſoon as the Patient's cure has been completed; but if the caſe has been a foul or ſphacelating ulcer, the ſponge is to be deſtroyed whenever the ſore ſhall have become clean, that the diſeaſed action may not be renewed. And you are to take all poſſible care that the bedding and clothing of all Patients labouring under ulcers of any deſcription, be ſo purified as to prevent the poſſibility of communicating infection.

25.]—It being very deſirable that the beds and bedding ſhould be taken out of the wards as often as circumſtances ſhall require, and the weather will permit, and that each article ſhould be ſhaken and expoſed to the air for a conſiderable time together, you are, whenever you ſhall judge this to be neceſſary in any ward under your care, to report the ſame to the Agent, who will order ſuch labourers as may be neceſſary to perform this ſervice, and direct a centinel to be placed over the various articles while they continue ſo expoſed, to prevent any thing from being loſt.

26.]—You are to obſerve, that you are not to place Officers in the ſame ward or cabin who are not accuſtomed to meſs and aſſociate together on board His Majeſty's Ships, nor Officers nor other perſons who walk the quarter-deck, in the ſame ward with inferior Patients. You are, whenever you may require any ward to be prepared for the reception of Patients, to apply to the Agent, in writing, for the ſame, in order that he may give directions accordingly.

27.]—The Patients are to be victualled upon ſuch of the eſtabliſhed diets preſcribed by the Contract as you ſhall judge proper, and the number on full, half, or low diet, is to be inſerted daily in a diet-book, which you are to keep in each ward, in the form annexed, and to inſert therein at your morning viſit the diet which you may judge proper for the Patients for the following day, noting the whole number in the ward, the number of them you deſire ſhould be victualled on each ſpecies of diet. That you may be fully informed what the Contractor is required to do, you will always be furniſhed with a copy of the exiſting Contract, and as you are to conform yourſelf to what is therein required on your part, ſo are you to be very careful that every thing be punctually done on the part of the Contractor, always remembering that no more proviſion of any kind be inſiſted on for any man in the Hoſpital, than ſhall be proper and neceſſary to be conſumed by one in his condition; that the evils which would certainly attend the liberty of ſelling or bartering any part of the proviſions of the Hoſpital for ſtrong liquors, may be avoided.

Appendix, N° 5.

28.]—You are to examine occaſionally the proviſions and ſuch other articles as are allowed to Patients in the wards, to ſee that they be good in quality, well dreſſed and properly ſerved; and ſhould you obſerve any neglect or want of attention in this very eſſential part of the Service, you are to report it to the Agent.

29.]—The Agent being required to give to the Contractor, at the expiration of each quarter, an Account, in the annexed form, of the number of Sick and Wounded Seamen, daily victualled in the Hoſpital during that quarter, you are to ſee that ſuch Account be correct, and to join with him in an Affidavit in the preſcribed form to that effect.

Appendix, N° 6.

30.]—You are to uſe all poſſible precautions to prevent ſtrong liquors from being brought to or drank by the people under your care for cure; the neglect of ſuch precautions having often been fatal to the people themſelves, of great hindrance to the Service, and of conſiderable unneceſſary expence to the Crown; and, as permitting men to eat and drink to exceſs may occaſion relapſes among them, you are to keep up ſuch a diſcipline as may beſt prevent their falling into any intemperance; and in caſe any of the men ſhall be diſorderly, and refuſe to obſerve the rules and directions given for their government in diet, &c.

&c. you are to acquaint the Agent therewith, in order that he may make the ſame known to the Commander in Chief or ſenior Officer.

31.]—When you ſhall judge that any man under your care has become incapable of further Service in the Navy, or when it ſhall be your opinion that any one cannot be effectually recovered without returning to England, you are to repreſent the ſame to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels at the Port, and govern yourſelf according to the orders you ſhall receive upon ſuch repreſentation, either in diſcharging the man immediately and ſending him to England, or keeping him longer in the Hoſpital; and whenever a ſurvey ſhall be appointed to be held on any men under your care, you are to be preſent at it, and to aſſiſt the ſurveying Officers by giving them every information in your power reſpecting the caſes of ſuch men.

32.]—When invalids ſhall be embarked for England, they are to be furniſhed with ſuch dreſſings as may be ſuitable to the exigencies of their reſpective caſes, and neceſſaries ſuch as ſago, barley, onions, portable ſoup, and wine, with ſuch roots and fruits as the climate may produce. You are therefore to conſult with the Surgeon under whoſe care the invalids are to be placed, reſpecting the quantity and ſpecies of the articles to be ſupplied, taking care that no greater quantity be ſent on board than can be uſed while good, alſo that the expence thereof ſhall not in the whole exceed the allowance allotted for your Station as ſtated in the ſcale annexed. Money is on no pretext whatever to be granted to the Surgeon under whoſe care the invalids are to be placed, for the purchaſe of the articles alluded to, but they are to be bought by the Agent in purſuance of written notes to be given to him by you, and thoſe notes he is to tranſmit to this Office, accompanied by regular Vouchers for all charges incurred by him on this account. You will acquaint the reſpective Surgeons, under whoſe care ſuch invalids may be placed, that they are to provide medicines, and to attend them agreeably to the eſtabliſhed uſage, and that we ſhall require of them Vouchers for the due expenditure of the neceſſaries with which they may have been furniſhed by your direction. The Agent is to ſupply the portable ſoup, and the Diſpenſer the dreſſings from what they may reſpectively have in ſtore, eſtimating the value of the portable ſoup at three ſhillings ſterling per pound; the lint at five ſhillings ſterling per pound, and the linen at one ſhilling and two pence per yard. Appendix, N° 7.

33.]—You are to ſend to us, at the expiration of each quarter, the Preſcription Tickets of all ſuch Patients as ſhall have died or been invalided during the quarter.

34.]—When, in conſequence of the number of Sick in the Hoſpital, there may not be room therein for the accommodation of Officers who may have been examined and received, the Agent is required, on application by you, to provide quarters for them in private houſes, and to uſe his beſt endeavours to procure the ſame in the moſt healthy ſituations, and Officers at ſuch quarters are to have the benefit of your attendance, as if they had been at the Hoſpital. For every Officer ſent to ſick quarters, the Agent is to make out a Ticket, as directed by his Inſtructions, on which you are to ſign your approval; and on the Officer's recovery, you are alſo to approve the Ticket by which he ſhall be diſcharged to his Ship; you are to atteſt the Muſter-books for Officers at quarters, which the Agent is to ſend to us periodically.

35.]—In caſe there ſhould be at any time ſo many ſick or wounded men on ſhore as that yourſelf, with the Diſpenſer and the Hoſpital Mate or Mates allowed to you, ſhall not be able to take the neceſſary care of them all, you are to acquaint the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels therewith in writing, in order to his appointing to your aſſiſtance one or more of the Surgeons or Aſſiſtant Surgeons of His Majeſty's Ships that may then be in Port. When you make ſuch application, you are to tranſmit to us a copy of it, together with a Liſt of the Patients under your care, and a ſtatement of their reſpective caſes; and when the Service ſhall no longer require their help, the temporary Aſſiſtants are to be diſcharged, and you are to aſſign to us ſatisfactory reaſons for the time they ſhall have been continued.

36.—The Diſpenſer being directed to apply to you when ſupplies of medicines, drugs or neceſſaries become requiſite, you are to be particularly careful to give us timely notice, in the annexed form, of what you ſhall judge will be wanted for the uſe of the Hoſpital, and to affix to each article, arranged in alphabetical order, the quantity you wiſh to have ſupplied, in order that they may be prepared and ſent from hence, to prevent, if poſſible, the neceſſity of purchaſing them on the ſpot, where they may be much dearer, and probably may not be procured of ſo good a quality; and at every time ſuch demand is made, you are to join with the Diſpenſer in a ſurvey of each article, and to make a Report thereof to us, ſpecifying therein what ſerviceable medicines and neceſſaries remain in ſtore. In arranging the demands for medicines, &c. you are to take care that nothing be included therein which can be prepared by the Diſpenſer; but if, notwithſtanding all poſſible precautions ſhall have been taken, there ſhall happen to be a want of drugs or medicines which it may be neceſſary to purchaſe on the ſpot, the Diſpenſer is directed to repreſent the ſame to you in writing; you are then to aſſiſt the Agent in purchaſing them accordingly on the cheapeſt terms in his power, and he is to charge the ſame as an article in his Account of Contingencies, which is to be vouched by a receipt for the payment, witneſſed by yourſelf and the Diſpenſer, and accompanied by the demand of the latter. Appendix, N° 8.

37.]—You are frequently to viſit the Diſpenſary for the purpoſe of examining the Diſpenſer's mode of compounding the medicines, and to ſee that the preſcription be carefully made up agreeably to the ſtrict rules of pharmacy, and that the whole buſineſs of that department be carried on with the greateſt propriety and economy. When medicines, drugs and neceſſaries be received into the Diſpenſary, you are, in conjunction with the Diſpenſer, to examine the quality and quantity thereof, comparing the ſame with the Invoice;

ſhould there be no objection to their being taken into ſtore, you are to ſee an Account of them entered in a Book to be kept by the Diſpenſer for that purpoſe, and, together with him, to ſign your name in teſtimony of your having inſpected the ſame; and when any medicines, drugs or neceſſaries ſhall upon inſpection be found not to correſpond with the Invoice, or to be of a quality unfit to be received, an Account thereof is to be made out by the Diſpenſer, to be ſigned by you jointly, and to be tranſmitted to us.

38.]—You are, when required by the Agent, to be preſent at his payments, and to certify the ſame according to the preſcribed form. Appendix, N° 9.

39.]—You are to be furniſhed with two complete ſets of Surgical Inſtruments, including every implement neceſſary for any operation you may have to perform on the Patients under your care; and you are to pay great attention to the proper preſervation of the Inſtruments, to keep an Account of them in the annexed form, tranſmitting a copy thereof annually to us, and when any of them ſhall in your opinion become unſerviceable, or require repair, you are to ſend them to us for that purpoſe, unleſs you ſhall find that the repairs wanted can as well be done on the ſpot. The utenſils and materials neceſſary for the uſe of the Patients, ſuch as ſplints, bandages, ſponge, and other articles of expenditure, are to be in the charge of the Diſpenſer, from whom you are to demand the ſame. Appendix, N° 10.

40.]—You are to perform all the operations required on the Patients entruſted to your care, and a Caſe-book or Record of all caſes requiring or terminating in important operations is to be kept by you, and preſerved and delivered to your ſucceſſor, in order that information may, when required, be procured therefrom. In this Book you are to ſtate the beginning, progreſs and termination of all ſuch caſes and operations, with the mode of treatment you may have thought it proper to adopt: and you are to produce this Book to the Phyſician of the ſquadron, when in his capacity of Inſpector of Hoſpitals he ſhall viſit the Hoſpital under your charge.

41.]—You are, with the aſſiſtance of the Agent, to make out and tranſmit to us, in duplicate, at the expiration of each month, a Return of the State of the Hoſpital, in the annexed form. Appendix, N° 11.

42.]—Whenever it ſhall appear to you that improvement may be made in any branch of Phyſical Science, or in the uſual mode of treatment of Patients at the Hoſpital, ſo as to be productive of benefit to the Service, or whenever it ſhall be your opinion that improvement may be made in the Art of Surgery, or in the conſtruction of the Surgical Inſtruments now in uſe, you are, without heſitation, to repreſent the ſame to us, in order that we may give ſuch directions as may appear to us proper on the occaſion.

43.]—You are, at the end of every year, to tranſmit to us two or three of the moſt intereſting caſes that may have been under your care during that period, giving a full ſtatement of the nature, ſymptoms, treatment, and termination of the diſeaſe or injury. When the Phyſician of the Fleet, in his quality of Inſpector of Hoſpitals, ſhall viſit the Eſtabliſhment to which you belong, you are to report to him any remarkable caſes which may have come under your care ſince the laſt viſitation, and to ſtate to him, in writing, every circumſtance which you may think likely to be productive of comfort to the Patients or advantage to the Service in general.

44.]—In order to prevent delay to His Majeſty's Service, and unneceſſary expence by keeping people longer in the Hoſpital than may be neceſſary for their cure, you are enjoined to uſe all your ſkill and diligence in haſtening the ſame, and not to keep any man on ſhore after he ſhall have become fit to do his duty on board; and you are to report to the Agent the names of ſuch men under your care as may be in that ſtate, in order that they may be diſcharged; and in proof of your attention to this part of your duty, an Affidavit, in the annexed form, is to accompany the Agent's Quarter-book. Appendix, N° 12.

45.]—It being thought proper that the practice of the Vaccine Inoculation ſhould be extended throughout His Majeſty's Navy, you are to adviſe all ſuch Patients as from the nature of their complaints you may think to be fit ſubjects for Inoculation, and who are known to have hitherto eſcaped the Small-pox, or who are even doubtful of having had that diſeaſe, to be inoculated with the Vaccine Virus. Should any perſons, however, object to ſuch Inoculation, you are, with a view to overcome their prejudices, to repreſent the harmleſs nature of the operation, and the ſubſequent advantage thereof.

46.]—In order that your attention may not be diverted from the care of the Patients in the Hoſpital, or who may be at Sick Quarters, and of the Officers, their Families and Servants of the Eſtabliſhment, you are ſtrictly forbidden to have any profeſſional practice whatever, except what may be required by your public duty above ſtated.

47.]—You are not, nor is any perſon for you, either directly or indirectly, to demand or receive under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity or reward, from any Officers, Patients, Workmen, or other Perſons whatever, in or belonging to the Hoſpital, for your attendance on them, or continuing them under your care, or for any other circumſtance reſpecting them connected with your public duty; nor are you to have any intereſt or concern in any Medicines, Drugs, Proviſions, Stores, or Neceſſaries of any kind which may be purchaſed for the Service of Government, or in any thing whether belonging to Government, or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in or to make any advantage of the Inſtruments, Medicines, Drugs, Neceſſaries, Proviſions, or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; or to receive under any name, promiſe, or pretence whatever, any perquiſite, fee, gratuity or reward, from any Contractor, Tradeſman, or other Perſon having any connection, either as a Principal or as an Agent, with the duty or concerns of the Hoſpital; nor are you, or any perſon in your behalf, to receive any fee, gratuity, or reward whatever, for any private practice in your profeſſion, or for the nomination

nomination or appointment of any Hoſpital Mate or Perſon of any deſcription to be employed in the Hoſpital. To this effect you are to take an Oath, in the form annexed, and to give Bond in the form alſo annexed, in three times the amount of your Salary; and, in caſe of default, you will be diſmiſſed from your ſituation, and rendered incapable of ſerving His Majeſty in any civil capacity whatever. Appendix, N° 13. Appendix, N° 14.

48.]—Laſtly: The foregoing Inſtructions define your general duty ſo far as is conſidered neceſſary; for, in the concerns of the important ſituation which you fill, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey, with the utmoſt attention, every order which may be given to you by the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels, excepting in caſes that are purely medical, taking care, that in like manner the Hoſpital Mates and all Perſons employed under you, do ſtrictly perform the duties aſſigned to them, that the beſt economy be obſerved upon all occaſions, and that every means in your power be adopted to prevent the embezzlement of public property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted: you are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are or may hereafter be eſtabliſhed for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital, reporting to the Agent, to the Commander in Chief, or to us, as the caſe may require, every inſtance of miſconduct or irregularity which you may diſcover in any Perſon employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your duty; in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an intereſt for His Majeſty's Service, and exerting yourſelf to comply not only with the letter but alſo with the ſpirit of theſe Inſtructions, as well as of all ſuch as you may, from time to time, in future receive; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the Public Service to the utmoſt of your power.

APPENDIX

To the INSTRUCTIONS to the SURGEONS at the FOREIGN HOSPITALS.

Appendix to the Inſtructions to the Surgeons at the Foreign Hoſpitals.

— N° 1. —

Royal Hoſpital, at
the of 18

Mr. Diſpenſer.

Supply [*Patients name and quality*] of His Majeſty's Ship with a [*right, left or double, as the caſe may be*] Truſs, he being afflicted with a Rupture.

A. B. Surgeon of the ſaid Hoſpital.

Delivered to the Patient in my preſence,
C. D. Surgeon or Aſſiſtant Surgeon of His Majeſty's Ship

Received the Truſs above-mentioned,
E. F. Patient.

— N° 2. —

Naval Hoſpital, at

Having examined and found afflicted with
I have received into the Ward as a Patient.
You are therefore requeſted to enter the above-named on your Muſter-book of Sick Servants.

Surgeon.

To Agent.

— N° 3. —

Naval Hoſpital, at

who was received into Ward for cure of
on the being cured
fit to return to duty. You are requeſted to diſcharge the above-named from your Muſter-book of Sick Servants, who is fit to return to duty.

Surgeon.

To Agent.

— N° 4. —

—N° 4.—

FORM of a PRESCRIPTION TICKET.

Number of the Ward.	Time of Entry.	Ship's Name.	Perſon's Name.	Quality.

Date.	Diſorder; ſhewing the Symptoms at length.	Medicines preſcribed.	Diet.	Neceſſaries preſcribed.																													
				Wine.		Porter.	Sugar.				Rice.		Sago.		Arrow Root.		Cinnamon.		Cloves.		Mace.		Nutmeg.		Cocoa.		Oranges.		Honey.	
				Red.	White.		Lump.		Muſcavado.																									
				Pints.	Pints.	Pints.	oz.	dr.	oz.	dr.	oz.	dr.	oz.	dr.	oz.	dr	oz.	dr.													lb.	oz.

Appendix to the Instructions to the Surgeons at the Foreign Hospitals.

DIET BOOK of the —N° 5.— Ward for

| Day of the Month. | Total Number of Patients. | LOW. | | |

—N° 6.—

Appendix to the Instructions to the Surgeons at the Foreign Hofpitals.

AN ACCOUNT of the Number of Sick and Wounded Seamen, &c. daily victualled in the Naval Hofpital at in the Months of and 18 by the Contractor.

DATE	(Month.)				(Month.)				(Month.)			
	Patients.			Servants.	Patients.			Servants.	Patients.			Servants.
	Full Diet.	Half Diet.	Low Diet.		Full Diet.	Half Diet.	Low Diet.		Full Diet.	Half Diet.	Low Diet.	
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
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23.												
24.												
25.												
26.												
27.												
28.												
29.												
30												
31.												

ABSTRACT.

Months.	Patients.			Servants.
	Full Diet.	Low Diet.	Half Diet.	
TOTAL - -				

N. B. *The deſcription of the Servants victualled is to be noticed here.*

Surgeon, and Agent of the Naval Hofpital at voluntarily make Oath, That the Statement on the other ſide hereof contains a true and juſt Account of the number of Patients and Servants daily victualled in the ſaid Hofpital,

Appendix to the Inſtructions to the Surgeons at the Foreign Hoſpitals.

Hoſpital, on account of the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking care of Sick and Wounded Seamen; and for the care and cuſtody of Priſoners of War, in the months of and 18 by the Contractor for victualling the ſaid Hoſpital, amounting to rations of full diet, of half diet, and of low diet for Patients, and rations of full diet for Servants; and that the ſaid has during the ſaid period complied in every reſpect with the terms of his Contract.

Sworn before me at
this day of
18

Surgeon.
Agent.

—N° 7.—

SCALE of ALLOWANCE for Neceſſaries for Invalids on their embarking from Foreign Hoſpitals for England.

Madras and the Eaſt Indies	£. 2	2	0 per Man.
Weſt Indies and the Cape of Good Hope	1	1	0
Halifax	1	1	0
Gibraltar and the Mediterranean	0	10	6

—N° 8.—

DEMAND for the of 18
wanting for the Service of

ARTICLES.	Laſt Supply. When received.	Laſt Supply. Quantity.	Remains in Store.	Preſent Demand.	Preſent Price, if procurable on the Spot.

Appendix to the Inſtructions to the Surgeons at the Foreign Hoſpitals.

N. B. *Number the Voucher in the corner, to correſpond with the number in the Abſtract.*

— N° 9. —

Mr. To Dr.

For the under-mentioned Articles, ſupplied to the Naval Hoſpital at for [*here ſtate particularly the purpoſe for which the charge is incurred, and if by an order, the order to be annexed.*]

Place and Date.	Particulars.	Quantity.	Price.	Amount.

The reaſonableneſs of the prices are to be certified by two reſpectable Merchants reſident in the Colony.

G. H. } Merchants reſiding
I. K. } at

The Receipt for Payment to follow:

We do hereby certify, that the Articles above-mentioned have been actually received for the purpoſes above ſtated, that they were good of their kind, and that the amount has been paid in our preſence.

Surgeon.

Diſpenſer.

—N° 10.—

ABSTRACT of the Receipt and Expence of the following Inſtruments at between the 1ſt January 18 and 31ſt December 18 both days included, with the numbers remaining at each of the ſaid periods.

Appendix to the Inſtructions to the Surgeons at the Foreign Hoſpitals.

Quality of Inſtruments.	Quantity which remained 1 Jan^{y} 18	Receipts or Supplies ſince.	Total.	Expence or Iſſues.	Remains on 31 Dec^{r} 18

—No.

Royal Hospital at }

MEDICAL R

Names of Physicians and Surgeons.	Fever.						Dysentery.						Wounds and Accidents.					
	Number now in the Hospital.	Received.	Discharged cured.	D. D.	Invalided		Number now in the Hospital.	Received.	Discharged cured.	D. D.	Invalided		Number now in the Hospital.	Received.	Discharged cured.	D. D.	Invalide	
					Harbour Duty.	Unserviceable.					Harbour Duty.	Unserviceable.					Harbour Duty.	

ASSISTANTS AND SERVANTS.

Names of Hospital Mates.		Servants.	
Assisting the Surgeon.	Assisting the Dispenser.	Quality.	Number.

11.—

PORT for the

Ulcers.						Pulmonic Inflammation.						Other Complaints.					
Number now in the Hospital.	Received.	Discharged cured.	D. D.	Invalided.		Number now in the Hospital.	Received.	Discharged cured.	D. D.	Invalided.		Number now in the Hospital.	Received.	Discharged cured.	D. D.	Invalided.	
				Harbour Duty.	Unserviceable.					Harbour Duty.	Unserviceable.					Harbour Duty.	Unserviceable.

REMARKS.

Appendix to the Inſtructions to the Surgeons at the Foreign Hoſpitals.

—N° 12.—

THIS Deponent Surgeon to His Majeſty's Naval Hoſpital at voluntarily maketh Oath, That none of the Sick and Wounded Seamen ſent to the ſaid Hoſpital, in the Quarter ending the were ordered to be kept a day longer in the Hoſpital or Sick Quarters than was neceſſary to the recovery of their health, or cure of their Wounds or Hurts, nor ordered to be diſcharged a day ſooner than he judged them fit to be returned to their Duty, to the beſt of his knowledge and belief, except the Perſons named and numbered in the Margin; the reaſons whereof are noted againſt their reſpective names in the Agent's Quarter Book.

—N° 13.—

FORM of an OATH to be taken and ſubſcribed by all Officers and Clerks at the Royal Hoſpital at

I do ſincerely promiſe and ſwear, That I will be faithful and true allegiance bear to His Majeſty King George the Third; and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at the Royal Hoſpital at and will ſtrictly and faithfully comply with all ſuch Inſtructions and Orders as ſhall, from time to time, be given to me by the Commiſſioners for conducting the Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War, or by any Officer ſuperior to me at the Hoſpital; and that I will not, either directly or indirectly, take or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, or receive any emolument whatever in reſpect of my ſaid office of over and beyond the Salary, and ſuch allowances as may, from time to time, be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners, or have, either directly or indirectly, any intereſt or concern in or act as Broker or Agent for any Medicines or Stores furniſhed or provided for the ſaid Hoſpital or His Majeſty's Navy, or in the purchaſe of any Medicines or Stores which ſhall be ſold by Government, or by the order of Government; and that I will not * demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, † for the nomination, appointment, entry or advancement, or for interference in the nomination, appointment, entry or advancement, of any Officer, Clerk, Nurſe, Waſherwoman, Labourer or other Perſon appointed or entered in any department of the Hoſpital at

So help me God.

—N° 14.—

FORM of a BOND to be given by all Officers and Clerks employed at the Royal Hoſpitals.

KNOW all Men by theſe Preſents, That I at the Royal Hoſpital at am held and firmly bound unto our Sovereign Lord George the Third, by the Grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our ſaid Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made I bind myſelf, *my heirs, executors and adminiſtrators,* * firmly by theſe Preſents, ſealed with my ſeal. Dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 18

The Condition of this Obligation is ſuch, That if the above bounden do and ſhall faithfully, honeſtly and diligently, and to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of of the ſaid Hoſpital, to which he has been appointed, and ſhall ſtrictly and faithfully comply with all ſuch Inſtructions and Orders as ſhall from time to time be given to him by the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care and cuſtody of Priſoners of War, or by any Officers ſuperior to him in the ſaid Hoſpital, and ſhall not, either directly or indirectly, accept, take or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, or receive any emolument whatever in reſpect of his ſaid office of over and beyond

* In the Bond to be granted by the Agents and Stewards Clerks only.

* In the Oath granted by the Medical Men, is to be added here, "at any time or place, for the practice of my profeſſion out of the Hoſpital."

† And here the word "or."

beyond the Salary and ſuch allowances as may from time to time be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners; and ſhall not, either directly or indirectly, be in any ways intereſted or concerned in any Proviſions or Stores, Medicines or Neceſſaries furniſhed or provided for the Service of Government; or in the purchaſe of any Articles or Effects which ſhall be ſold by Government, or by the order of Government, at the Hoſpital; nor demand *, take or receive, either directly, or indirectly, any fee, gratuity, perquiſite or reward † for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered in any Department of the Hoſpital, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered,
(being firſt duly ſtamped)
in the preſence of

* In the Bond to be granted by the Medical Men is to be inſerted here, "at any time or place, for the practice of his profeſſion out of the Hoſpital."——† And here is to be inſerted the word "or."

INSTRUCTIONS
To the AGENTS at the FOREIGN HOSPITALS.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—YOU are to be conſtant in your attendance at the Hoſpital, and if there ſhould be a houſe allowed to you in it, you are to make it your reſidence, in order that you may at all times be in readineſs to execute the duties of your office, from which you are not to abſent yourſelf without leave from the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels at the place.

2.]—The Surgeon is to be conſidered as the Firſt Officer of the Hoſpital, and is to take the lead in all matters wherein you are required to act in conjunction; in all which caſes you are to communicate and confer together in the moſt ample manner for the benefit of His Majeſty's Service.

3.]—The Commander in Chief of His Majeſty's Ships on the ſtation is inveſted with full authority over you and every other perſon belonging to the Eſtabliſhment; he is directed to take care that every one diſcharge the duties of his office with zeal, alacrity and fidelity, and that he pay obedience to all Orders and Regulations iſſued by us or given by himſelf; to enſure which he has the power, if he ſee juſt cauſe, of ſuſpending any Officer or Clerk, and of ſuſpending or diſcharging any other perſon belonging to the Eſtabliſhment, the cauſe and circumſtances of which ſuſpenſion he is directed to report to the Lords Commiſſioners of the Admiralty and to this Board; you are therefore on all occaſions to obey his directions relative to your public duty, and when in any inſtance the ſame ſhall happen to be contradictory to the following Inſtructions, or any other ſtanding Regulations which you may be under at the time, you are to repreſent the ſame to him in writing, and wait his further directions on the ſubject, and if he, nevertheleſs, ſhall think proper to perſiſt in the original Order he may have given, you are immediately to comply therewith, and to repreſent the circumſtances to us by the firſt opportunity.

4.]—The Reſident Commiſſioner of the Navy being alſo directed by his Inſtructions to ſuperintend at all times the Department with which you are entruſted, and to ſee that the whole buſineſs thereof be properly and economically conducted; he is therefore authorized to examine all your Accounts, to inſpect and compare the Bills and Receipts with the charges made therein; to inveſtigate the validity of all Vouchers; to ſatisfy himſelf of the reſpectability of the Merchants and Tradeſmen who may atteſt them, and their competency to judge of the circumſtances to which ſuch Vouchers relate; to aſcertain that all articles which you may be directed to purchaſe be good in kind, and procured at the cheapeſt rate, or current market price at the time; that all perſons employed by you are requiſite for the public Service; and that no works have been performed unneceſſarily; that all the money which you may have drawn for on us, has been procured on the beſt terms, and that Government has been allowed on all Bills the full benefit of the exchange; you are therefore to allow the Reſident Commiſſioner to have acceſs at all times to your public Accounts, and to give him every information in your power relative thereto; and you are, as ſoon as poſſible, (but at all events within a month) after the end of each quarter of a year, to deliver to him two complete ſets of your Caſh and Store Accounts for that quarter, annexing to one ſet all the Vouchers relating thereto *in original*, and to the other ſet of Accounts you are alſo to annex original Vouchers, as far as you may have taken them in duplicate; but, where this may not have been the caſe, you are to ſubſtitute copies, which you are to requeſt the Commiſſioner to compare with the correſponding original Vouchers in the other ſet, that he may atteſt the ſame to be correct copies. The Commiſſioner, on being ſatisfied that no part of

theſe documents is objectionable, is required to certify the ſame on the foot of the reſpective Accounts; but if, on the contrary, any improper charges, unſatisfactory Vouchers, or irregularity whatever ſhould be diſcovered, he is to examine very ſtrictly into the caſe, and annex a full and circumſtantial ſtatement thereof to each ſet of the Accounts, one of which with the Vouchers in either caſe, he will tranſmit to us by the firſt opportunity, and ſend the other ſet of Accounts and Vouchers by the next conveyance afterwards.

5.]—When there ſhall be no Commiſſioner of the Navy on the ſpot, the Commander in Chief is to examine your before-mentioned Accounts, or cauſe them to be examined by ſuch Officers as he ſhall think proper, and to call for any explanation he may deſire, you are therefore regularly to deliver at the periods mentioned in the preceding Article, your aforeſaid Accounts to the Commander in Chief, who will examine and atteſt them in the manner hereinbefore ſtated, or cauſe the ſame to be done by ſuch Officers as he may think proper to ſelect for that purpoſe, and he will diſpoſe of the ſeveral copies of the Accounts as before deſcribed; but in the event of your being unable to communicate with the Commander in Chief and no Officer ſhould be directed to examine your ſaid Accounts within twenty days after the time limited for making them up, you are to tranſmit them, although they may not have undergone the examination aforeſaid, ſtating thereon your reaſon for ſo doing.

6.]—You are to have the charge of all the Stores, Bedding and Neceſſaries, excepting Medicines and Medical Stores, furniſhed and in being for the uſe of the Hoſpital, as well as for the Service of His Majeſty's Ships and Veſſels. You are therefore, on entering on the duties of your office, to make application in writing to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels on your ſtation, that a Survey may be taken on thoſe articles by ſuch Officers as he may think proper to appoint, and you, as well as the Surveying Officers, are to take an account thereof; and the articles contained in the Report of Survey, which is forthwith to be tranſmitted to us, will be conſidered your firſt charge. You are alſo to take charge of all ſuch further quantities of the before-mentioned articles, as may from time to time be received into the Hoſpital; and you are to be reſponſible for the care and preſervation of the whole, and for keeping a correct Account thereof, agreeably to the ſeveral forms in the Appendix to theſe Inſtructions, or in ſuch other manner or form as may hereafter be required by us. You are to obſerve that the Commiſſioner is required to viſit the Storehouſes, and to inſpect the quality of all Stores which may at any time have been purchaſed by you, whenever he may judge it expedient, ſo as to enable him to repreſent to us, or to the Commander in Chief, how far the buſineſs under your ſuperintendance be conducted with propriety, and juſtice done to the Public in the ſupplies which may be procured in the country.

7.]—When any Stores are brought to the Hoſpital to be placed under your charge, you are, in conjunction with the Surgeon, to inſpect them, to ſee whether the quantities agree with the Invoice, and whether the quality be ſuch as it ought to be; and if not, to obtain in the manner before directed, a Survey on them, reporting in either caſe to us, and in the latter tranſmitting the Survey.

Appendix, N° 1. 8.]—You are to give us timely notice in the preſcribed form, when Neceſſaries, Bedding, or Stores of any kind, not required to be ſupplied by the Contractor, or included in the demands from the Diſpenſary, are wanting for the Service of the Hoſpital; ſtating in its proper place, in your demand, the remains of each article, the quantity required, and the price at which it can be procured on the ſpot, taking care to have of all ſuch articles as are not of a periſhable nature, a ſufficient quantity in ſtore for at leaſt twelve months conſumption. If, from the non-arrival of ſupplies from England, you ſhould be under the neceſſity of making any purchaſe at the place, or ſhall have received directions from us ſo to do, you are to conſult the Reſident Commiſſioner of the Navy, relative to the mode in which it may be moſt proper ſuch purchaſe ſhould be effected, and to give him all the information in your power on the ſubject. If he ſhould, upon conſideration of all circumſtances, be of opinion, that it will be preferable to proceed by private agreement, you are to receive his directions in writing for ſo doing; and you are thereupon to purchaſe ſuch Stores in the moſt economical manner poſſible, obſerving, that all Merchants and Tradeſmen's Bills for Stores ſo purchaſed, are, in addition to the other Certificates hereinafter deſcribed, to contain a Certificate, ſigned by two reſpectable Merchants, competent to judge that the Stores therein ſpecified are charged at the current market price at the time of purchaſe.

9.]—When the Commiſſioner ſhall be of opinion, that it will be moſt advantageous to the Public that the Stores which you may be about to procure, ſhould be purchaſed publicly, and give you directions in writing to that effect, you are to advertiſe for them in the Gazette, or other public Newspapers; or if there be none at the place, you are to give public notice by ſuch other means as may be in uſe there for ſimilar purpoſes, for the ſpace of ten days before the day of treaty, or for ſuch ſhorter or longer time, according to the urgency of the demand, or other circumſtances, as the Commiſſioner may deem neceſſary, intimating in ſuch notices that ſamples may be ſeen at your Office.

The tenders for ſuch Stores ſhall be received ſealed up, and be put into a box with two different locks, the key of one of which ſhall be kept by the Commiſſioner, and that of the other by yourſelf; but no tender ſhall, on any pretence, be received after the preſcribed hour on the day of treaty, nor any notice taken of ſuch as may be made, unleſs the party, or an authorized Agent for him, attend. At the above hour, the box ſhall be opened in the preſence of the Commiſſioner and yourſelf, and the loweſt tender accepted; and the agreement ſhall be immediately concluded by you, with the approbation of the Commiſſioner, always requiring ſufficient ſecurity for the performance thereof.

But

But if there ſhall be reaſon to ſuſpect any combination or other improper proceeding on the part of the perſons who may have made tenders, or colluſion between them and any perſon employed in the public Service, you are to inform the Commiſſioner thereof, and to take ſuch meaſures as he may judge moſt effectual to guard againſt any undue advantage being taken of the Public.

The Newspapers in which the Advertiſements may have appeared, or copies of the notices which may have been given, with a Certificate of the means by which they were made public; the tenders, with the approval or rejection of the Commiſſioner written thereon, and alſo the agreements made on ſuch occaſions, are to be tranſmitted to us, with your next Accounts; and you are to obſerve, that, in all caſes, the real names of the Parties concerned ſhall appear in the Agreements for, and Accounts of Stores purchaſed.

10.]—You are to inform the Commiſſioner whenever any Stores which may have been purchaſed by you, are to be received into ſtore, in order that, ſhould he think proper, he may attend the receipt thereof, for the purpoſe of ſeeing if the ſame be anſwerable to the contract, ſample, or agreement by which they were to be delivered; and if he ſhould attend and ſignify to you his diſapprobation of any ſuch Stores, and be of opinion that they are unfit for the Service, you are not to receive the ſame, except on occaſion of extreme urgency, and when none of better quality can be obtained; in which caſe, if it be ſupplied by contract, ſuitable abatements are to be made, if the conſent of the Vendor can be obtained, in the prices previouſly agreed upon.

11.]—As all ſupplies of Medicines, Stores and Neceſſaries ſent from England will be conſigned to you, you are to take charge of ſuch as come properly under your care, comparing them with the Invoices, and reporting any deficiency or badneſs of quality that may appear; and you are to deliver to the Diſpenſer the Medicines and Neceſſaries for which he is accountable, and to take his receipt for them; you are to keep a book, in the eſtabliſhed form, in which you are to enter an Account of all Stores daily examined, approved and received by you, and to tranſcribe theſe entries into other books hereinafter required to be kept by you. Appendix, N° 2.

12.]—You are to cauſe every article of the public Stores, on being received, to be marked with the broad Arrow ↑, or ſuch other mark as we may direct whenever the ſame may be practicable; and you are never, on any account or pretence whatever, to ſend Stores of any deſcription out of the Hoſpital, except when the ſame ſhall have been directed for the public Service by us, or by the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels; and, if you ſhould obſerve any other perſon attempting to do ſo, you are to make it known to ſuch Officer, that ſuch ſteps may be taken thereon as may be judged proper.

13.]—You are to conſider it an important part of your duty frequently to viſit the Bed-houſe and Store-rooms, and carefully to inſpect the condition of the Effects and Stores committed to your charge; you are to ſee that they be arranged in the Store-room in the beſt poſſible manner for preventing their being damaged; and that they be taken out and aired when neceſſary. You are, on all occaſions, and particularly when Labourers or others may be employed in your Department, where either fires or lights are required, to uſe every precaution in your power to prevent accident by fire, carefully examining every place in which they may have been ſo employed, to ſee that the lights have been extinguiſhed, and that all be ſafe previouſly to ſuch places being ſhut up.

14.]—You are to take care that the Matron be furniſhed by you, or by the Contractor, as the caſe may require, with ſuch of the eſtabliſhed articles of Stores or Furniture as ſhe may demand by note under her hand, approved by the Surgeon, for unoccupied wards, or in lieu of thoſe worn out or loſt in ſuch as may be occupied, and all Stores ſo ſupplied are to be in charge of the Matron, who is directed to make one of the Nurſes of each ward anſwerable for every article therein, and to return to you, or the Contractor, if it belong to him, the whole or any part of the furniture of the wards no longer occupied, as you or the Surgeon may judge proper.

15.]—You are to keep ſeparate Inventories, in the preſcribed form, of all the articles iſſued from your Stores to each ward, which Inventories you are to correct from time to time, as ſuch articles ſhall be iſſued to, or expended in, or returned from any ward, and the Matron is conſtantly to be ſupplied with two copies of ſuch Inventory, which are alſo to be corrected by you, when any change in the articles ſhall take place; one of theſe Inventories ſhe is to deliver to each Nurſe, to whoſe charge the Stores therein mentioned ſhall have been committed, and by the other, to make the neceſſary ſurvey of Stores in the ſeveral wards, to ſee that none be miſſing. You are to obſerve, that proper attention be paid to the preſervation of all furniture, &c. in the wards; and you are in every quarter, before you deliver to the Contractor the Certificates to entitle him to payment, to adjuſt all the Inventories with the Matron, in order that all articles which may have been loſt or deſtroyed in the courſe of the quarter, may be accounted for to your ſatisfaction, or paid for by the Contractor, as the perſon employing the Nurſe, by whoſe default ſuch articles ſhall have been loſt. Appendix, N° 3.

16.]—You are to iſſue the Portable Soup, Bedding Stores, Lemon Juice, and other Neceſſaries in your charge, to the Purſers and Surgeons of His Majeſty's Ships and Veſſels, agreeably to the proportions ſpecified in the annexed ſcales, or to ſuch other proportions as may hereafter be eſtabliſhed, when they ſhall make application to you for ſupplies of thoſe articles, to complete the Ships to the eſtabliſhed proportion of Stores and Neceſſaries, on a Report of Survey in the form eſtabliſhed, ſpecifying the quantity of each article remaining on board being produced, as your authority for ſupplying the ſame; and in caſes where Ships may be ordered ſuddenly to ſea, and the before-mentioned Survey cannot be taken, you are to complete ſuch Ships, on demands ſpecifying the remains being produced, ſigned by the Appendix, N° 4. Appendix, N° 5.

Captains

Captains and Surgeons. The Surgeons of His Majeſty's Ships are directed to have ſuch Surveys annually, that their Medicines and certain articles of Neceſſaries may be completed to their eſtabliſhed proportion; ſome of the Neceſſaries, as particularized in the ſame ſcale, are to be ſurveyed and completed every ſix months, and they are directed not to repeat their demands within the time limited, unleſs the Ship ſhall be ordered on foreign or on a detached Service, or unleſs, in caſe of extraordinary emergency, a particular ſtatement of the circumſtances of which is to accompany the demand.

17.]—In all ſuch iſſues you are particularly to obſerve, that thoſe articles which have been longeſt in ſtore are to be firſt iſſued; you are to keep an Account, in the preſcribed form, of the receipts, iſſues and remains of the before-mentioned Stores, and at the end of each quarter you are to tranſmit us a copy thereof, with the Affidavit attached thereto, and accompanied by the Purſer's and Surgeon's receipts, as Vouchers for the iſſues you may have made. Appendix, N° 6.

18.]—You are to keep a book, in the preſcribed form, in which you are to enter an exact Account of the iſſue and expenditure of every article of Stores committed to your charge for the Service of the Hoſpital; and from this book, and from your Account of the receipts of Stores, you are every quarter to make out an Account, in the eſtabliſhed form, to be tranſmitted to us with your other quarterly Accounts, ſhewing every article received, iſſued, or expended during the quarter, in order that the whole receipts and iſſues during that period may be ſhewn at one view. Appendix, N° 7. Appendix, N° 8.

19.]—You are, at the expiration of each year, to make out an Abſtract, according to the form preſcribed, containing the total quantity of each ſpecies of Stores which remained in your charge on the firſt day of that year, the total quantity received and expended during the year, and the remains of each ſpecies at the end of the year; to which you are to add the Affidavit preſcribed in the form; you are then to apply to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels, that a Survey may be taken on ſuch remains by ſuch Officers as may be judged proper, in order that it may be aſcertained and certified whether the quantities ſtated as your remains be actually in ſtore; the Survey is to ſtate ſuch as may be conſidered unfit for their original purpoſe, and whether they can beſt be converted to other purpoſes, or ſold for the benefit of the Crown. Appendix, N° 9.

The Report of Survey is to be made out in triplicate, according to the form eſtabliſhed, and to be ſigned by the Surveying Officers, one copy of which is to be delivered to the Officer who ordered the Survey, to be by him tranſmitted to this Office by the firſt opportunity; another copy is to be delivered to the Commiſſioner, for being by him annexed to your Store Account, when the ſame ſhall come before him for examination and tranſmiſſion, and the third copy is to be attached to the ſet of Accounts which are to remain in your Office. Appendix, N° 10.

In addition to this annual Survey, you are to take every opportunity, whenever there ſhall be only a ſmall quantity of any particular ſpecies of Stores in the Magazines, to take an Account thereof, and to compare the actual remains with your Account of ſuch articles; and whenever the actual remains of any articles of ſtore ſhall be found to differ from the Account thereof, you are ſpeedily to inform us thereof, and to give any explanation in your power relative to the cauſe of ſuch difference.

20.]—In order that the Store-rooms may not at any time between the periods of the general ſurvey be incumbered with old or decayed Stores, and that ſuch as may be conſidered by you to be in that ſtate and unfit for their proper uſe, may be appropriated or diſpoſed of to the beſt advantage: you are from time to time, whenever any conſiderable quantity ſhall have accumulated, to apply to the Commander in Chief or ſenior Officer of His Majeſty's Ships, that he may order a Survey to be taken thereon; and when ſuch Survey ſhall have taken place, a Report thereof, in the form before mentioned, ſhewing the quantity of Stores which may be condemned as unfit for the purpoſes for which they were originally intended, and ſtating to what purpoſe they can beſt be appropriated, or how diſpoſed of to the beſt advantage. This Account is to be ſigned by the Surveying Officers, and to be delivered to the Reſident Commiſſioner of the Navy, if there be one, in order that he may be ſatisfied that nothing is intended for ſale that can be more profitably converted to other purpoſes in the Eſtabliſhment, and that nothing is ſold in the country that could with more advantage be ſent to England, to the end either that a ſale may take place, or the articles be otherwiſe diſpoſed of as may be moſt advantageous to His Majeſty's Service. Appendix, N° 10.

With his approbation you are to give the uſual public notice, deſcribing the conditions of the ſale, and cauſe ſuch Stores to be ſold by auction by a ſworn Auctioneer (if there be one) in the following manner. They ſhall be divided into lots of ſuch ſize as may be beſt calculated to invite competition in the bidders, and each lot ſhall be put up at a ſum conſiderably above the ſuppoſed value, which ſum is to be gradually reduced until ſome perſon offer to take the lot. It is not, however, to be then knocked down to him, but it ſhall be publicly aſked if any one will bid more for it, and the beſt bidder ſhall be the purchaſer, whether it be the perſon who firſt offered to take it or any other, who ſhall be required to pay immediately for the ſame, or, if the amount be conſiderable, a depoſit of 25-per-cent. and the remainder on taking away the Stores.

21.]—You are to give timely notice to the Commiſſioner when the ſale of any old Stores is to take place, in order that, if he think proper, he may attend the ſame.

You and your Clerk are ſeparately to take an Account, agreeably to the annexed form, as the ſale proceeds, of the number of every lot, of the rate or price at which it was put up, of the rate and ſum at which it was ſold, and of the name and occupation of the purchaſer, together with the amount of the depoſit money. Appendix, N° 11.

The Account kept by your Clerk is to be ſigned by him and the Auctioneer, and this Account is to be delivered to the Commiſſioner, to be by him annexed to your Caſh Account, when the ſame comes before him.

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The Account kept and ſigned by yourſelf and the Auctioneer, is alſo to be annexed to the other ſet of Caſh Accounts as a duplicate Voucher.

22.]—When there ſhall be no Commiſſioner on the ſpot, you are to deliver the before-mentioned Account of unſerviceable Stores to the Commander in Chief or ſenior Officer of His Majeſty's Ships preſent, and to requeſt that he will give orders for the diſpoſal of them, when the Sale is to be conducted, and the Account thereof kept and ſigned, and annexed to your Caſh Accounts in the manner hereinbefore directed.

23.]—You are to keep an Account of all condemned Stores in your expence book, ſhewing whether they have been ſold or re-iſſued for any inferior purpoſes in the Hoſpital, with your authority for ſuch ſale or re-iſſue.

24.]—You are to take care that the Hoſpital or Sick Quarters be at all times in readineſs, to the end that ſuch Sick and Wounded Seamen as may be ſent on ſhore from any of His Majeſty's Ships or Veſſels may be immediately accommodated therein, and thereby avoid the danger of delay, and that the wards be not too much crouded with beds, that they be kept ſweet and clean, and that a convenient ſpace of at leaſt two feet be allowed between every bed, and that the bedſteads have facking bottoms.

25.]—You are to take care that every ſick or wounded man have a bed to himſelf, that every bed have a pair of clean ſheets when a man be put into it, that the ſheets be changed every ſeven days, or oftener if the Surgeon ſhall direct it; and when the man ſhall be diſcharged or dead, that the bed and bedding be carefully aired or purified before it be made uſe of again; every man to have clean body linen twice a week, or oftener if thought neceſſary by the Surgeon.

26.]—You are to keep a general entry book in the form preſcribed, ſhewing the names, entries and diſcharges of ſuch men as ſhall be received into the Hoſpital from His Majeſty's Ships and Veſſels, obſerving that every man ſent from them for admiſſion is to bring with him a ticket in the form directed, ſigned by the Captain or Commander and other ſigning Officers; if ſuch man ſhould be found a fit object to be received, the Surgeon, Diſpenſer, or Aſſiſtant on the receiving duty will ſign his name on the back of the ticket, which ſhall be your authority for entering the man on the general entry-book; from this ticket you are to make out a liſt in the form annexed, provided it ſhall not have been ſent from the Ship, and this liſt is to be ſigned by the Officer who conducted the Patient to the Hoſpital, and alſo by the Captain of the Ship, if opportunity offer while it is in your poſſeſſion, and you are to tranſmit the ſame to this Office, with your Accounts as a Voucher thereto; but you are not to enter on the general entry-book any man who ſhall not bring with him a ticket as above deſcribed, without the particular direction of the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels.

Appendix, N° 12.

Appendix, N° 13.

Appendix, N° 14.

27.]—It being directed that the clothes, bedding and effects of men ſent from His Majeſty's Ships and Veſſels to the Hoſpital ſhall be brought with them, an Inventory thereof being made on the back of their ſick tickets, you are under ſuch regulations for preventing infection, as ſhall be eſtabliſhed and communicated to you by the Surgeon, on receiving ſuch effects into your charge, to compare the ſame with the Inventory; and as you are to be reſponſible for all ſuch effects, you are to report to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels, if at any time ſuch Inventory ſhould not be made out, or if it ſhould differ from the effects actually received; you are to keep an Account of the bedding, clothes and other effects of each man in a book, in the preſcribed form of the Appendix; but all their money and valuable effects are to be entered in another book, to be kept expreſsly for that purpoſe in a different form; and for the performance of this ſervice, as well as for making out the conduct liſts before mentioned, you or your Clerk are, on men being brought to the Hoſpital, immediately to give attendance, that the Officers and Boats may not be unneceſſarily detained.

Appendix, N° 15.

Appendix, N° 16.

28.]—You are to depoſit all the money and valuable effects of the Patients in a ſecure place to be appropriated to that purpoſe; the cheſts, bedding, bags, &c. are to be properly marked or tallied, and ſafely lodged in the reſpective places allotted for them in the bed-houſe, and arranged in alphabetical order, to enable you at the ſhorteſt notice to deliver to each man on his diſcharge the whole property received with him; you are to obſerve, that the clothes and all other effects of Patients are conſtantly to be received from and delivered to them in the preſence of a ſecond perſon, who is to ſign the books on receipt and delivery of the ſame as witneſs thereto.

29.]—You are to endeavour to prevent men from carrying any money or other effects into the wards, but if they ſhould by concealing the ſame contrive to do ſo, the Nurſes are to be directed on diſcovery thereof to acquaint the Matron therewith, who is to receive and deliver ſuch effects to you, when you are to enter the ſame in the proper books, and take charge thereof accordingly. You are to obſerve, that ſick men are not permitted to bring with them the hammocks which are allowed them on board, therefore ſhould any men do ſo, you are not to take charge thereof, but they are to be taken back to the Ship by the Officer who conducted the men to the Hoſpital.

30.]—Every Patient received with an infectious diſeaſe, ſhall leave all his clothes in the bed-houſe, and be furniſhed with the dreſs of the Hoſpital, which he is to continue to wear until the Surgeon ſhall by note under his hand, ſpecifying the articles required, authorize you to return any part of the Patient's own clothes; other Patients are not to be furniſhed with the Hoſpital dreſſes, unleſs from the ſtate of their own clothes it ſhall be deemed proper, but they are to take into the wards ſuch quantity of clothes as may be fixed by the Surgeon, and no further ſupply ſhall at any time be granted to them without authority in writing from him for the ſame; you are to cauſe all the linen depoſited in the bed-houſe to be waſhed as ſoon as poſſible after it ſhall have been received, and alſo ſuch of the trowſers and other

articles of clothing and bedding as may appear to you to require it, or which may be directed by the Surgeon to be washed.

The clothes of every description belonging to men sent with contagious disorders, excepting such as the Surgeon shall order to be burnt, are to be boiled in water for the space of a quarter of an hour, and then properly washed, to which duty you are to give particular attention to prevent the spreading of infection; you are also to take care that all the articles taken out of the bed-house, to be washed be perfectly dry before they are returned to it. Before you cause the effects of any man to be burnt, as is before directed, you are, in conjunction with the Surgeon, to appraise the same, and enter an account thereof, with their value, in the bed-book, and both you and the Surgeon are to sign your names thereto, and you are on the discharge of the owner to pay him the amount thereof; or if he should die, to insert it in the account of the produce of dead mens effects, to be transmitted to us, charging the same in your Account of Disbursements.

31.—The Patients in the Hospital are to be mustered in their wards every evening by you or your Clerk at sun-set, or at such hours as on consultation with the Surgeon shall be fixed. To facilitate such musters, books in the form prescribed, containing the names of the men in each ward, are to be made out, by which you or your Clerk are to muster them, by calling over each man's name. A report is to be made to the Officer of the guard immediately after each muster, specifying the names of such Patients as may be absent, and the Ships to which they belong, that the centinels round the outer wall may be apprized thereof. Any Patient who may have left the Hospital without leave, and shall be apprehended and brought back, or who may have been absent at three successive musters, is in either of these cases to be marked as run on the books. From these daily musters, and such others as your experience may point out to be necessary, you will be enabled to regulate the general entry book.

Appendix, N° 17.

32.]—You are to form from your general entry book, immediately after the end of each quarter, viz. after the 31st March, 30th June, 30th September, and the 31st of December, a book in the form prescribed, containing the names of all the men who were remaining on the first day of the quarter, and those who were received on shore during the quarter, and the number of days each man shall have been in the Hospital and victualled; an abstract of the whole number of rations issued by the Contractor during the quarter is to be added at the end of the book. The names of the Officers or Servants victualled by the Contractor are also to be added, with the number of rations supplied to each; and as soon after the expiration of each quarter as an opportunity may offer, such quarter book is to be transmitted to us, accompanied by the Affidavit which the Surgeon is required to deliver to you, and Sick Lists made out in compliance with Article 26th, when the men were received on shore. You are also to transmit with your quarter book an Affidavit in the annexed form, to the correctness of the entries and discharges, and to the issues of slops, if any shall have been made. You are by the Packet to advise us of the name of the Ship by which you may forward your Quarterly Accounts, and to preserve copies of them, and send duplicates by the next opportunity.

Appendix, N° 18.

Appendix, N° 19.

33.]—You are, by the first opportunity after the expiration of each quarter, to transmit to this Office an Account, signed by you, of all the Sick and Wounded Seamen or Royal Marines, who have been in the Hospital during each quarter, in the form annexed.

Appendix, N° 20.

34.]—Petty Officers, Seamen and Marines, being allowed by Act of Parliament to allot the half of their growing pay for the maintenance of their wives and children or mothers, you are without fail to report to the Navy Board in the prescribed form, when men received from His Majesty's Ships, who may have allotted their pay as above, shall have died, deserted, been invalided or been discharged to other Ships than those from which they shall have been received sick; but it being directed by a further Act of Parliament that Petty Officers, Seamen and Marines, if wounded in action with the enemy, shall receive the full amount of their wages until their wounds shall be healed, or being incurable shall receive a pension from the Chest at Greenwich, or be admitted into the Royal Hospital at that place; you are to distinguish the cases of men so circumstanced in the Reports before mentioned.

Appendix, N° 21.

35.]—When men are discharged from the Hospital to return to their own Ship, you are to send with them, by the Officer to whom they shall be delivered, a Ticket or Certificate under your hand in the annexed form, but if they should be discharged to serve in any other Ship than that from which they were received, you are to deliver to the Officer with whom the man may be sent on board, the ticket by which he was received into the Hospital, having first filled up and signed the Hospital discharge subjoined thereto, that at a proper time the man may receive his pay. The tickets of men discharged to their own Ships, are to be transmitted to the Navy Board at the time you send your Quarterly Accounts to this Office, and those belonging to men who have died are to be sent by you to the said Board as soon as possible after their decease. You are in all cases to take care that the Hospital discharge on the back of the ticket be properly filled up, and that such charges as the Patient may have incurred be inserted and signed by you.

Appendix, N° 22.

36.]—When the Surgeon shall make known to you, that any man under his care has become, in his judgment, incapable of further Service in the Navy, or cannot, in his opinion, recover without returning to England; and that he has represented the same to the Commander in Chief or senior Officer of His Majesty's Ships and Vessels; you are to govern yourself according to the orders you shall receive from the Surgeon upon such representation, either in discharging the man, and immediately sending him to England, or keeping him longer in the Hospital, remembering that no man is to be discharged unserviceable, without the approbation of the commanding or senior Officer of His Majesty's Ships and Vessels; and that in all cases where men shall be discharged unserviceable, the Sick Tickets by which they

they were reſpectively received on ſhore, are to be delivered to them, after you ſhall have filled up and ſigned the Hoſpital diſcharge ſubjoined thereto: you are to ſend by the Ship in which men ſo diſcharged take their paſſage, agreeably to the preſcribed form, a Liſt, to which the Surgeon is to add his opinion whether they may be further ſerviceable or not; It is to be obſerved that Invalids and men diſcharged unſerviceable, are in general to be ſent in ſuch of the King's Ships as may be ordered home; but if it ſhould happen that men ſhall be declared on ſurvey to be unſerviceable at times when no ſuch Ships ſhall be ordered home, they may, with the concurrence of the Commander in Chief or ſenior Officer, be ſent to England in any Tranſport, Merchant Ship or Packet Boat bound thither, provided that be thought more eligible than to wait the coming home of a King's Ship, as perhaps ſometimes the victualling the men in the Hoſpital until ſuch an opportunity ſhall offer, may be more expenſive than ſending them in a Merchant Ship. In all caſes where Invalids are embarked on board Tranſports or Merchant Ships, you will take care to inſtruct the Maſter not to allow ſuch Invalids to go at large on their arrival in England, but to diſcharge them to a Naval Hoſpital or an Hoſpital Ship, or to place them at the diſpoſal of the Commander in Chief of His Majeſty's Ships and Veſſels at the Port where he may arrive. Appendix, N° 23.

37.]—The Surgeon being directed, when Invalids ſhall be embarked for England, to furniſh them with ſuch dreſſings as may be ſuitable to their reſpective caſes; and neceſſaries, ſuch as ſago, barley, onions, portable ſoup and wine; ſo that the expence thereof ſhall not, in the whole, exceed the allowance allotted to the ſtation in which you ſerve, as ſtated in the ſcale annexed: you are to make ſuch purchaſes of this deſcription as ſhall be required of you, in writing, by the Surgeon; or in caſe any of the Surgeon's neceſſaries, from long keeping, or any other cauſe, are likely to get damaged, you are to appropriate them to the above-mentioned purpoſe, firſt conſulting the Surgeon as to the expediency of the meaſure; and you are to tranſmit ſuch requiſition to us, accompanied by regular Vouchers for all charges incurred in this Service with your Quarterly Accounts. The portable ſoup is to be ſupplied from your Store, eſtimating its value at three ſhillings ſterling per pound. Appendix, N° 24.

38.]—You are to fill up the cuſtomary form of wills for ſuch Patients in the Hoſpital as may be deſirous of executing the ſame, previouſly requiring from the Surgeon a Certificate of ſuch Patients being at the time in a proper ſtate of mind; but neither you, nor your Clerk ſhall, on any account, receive any fee or reward for this ſervice; and you are to keep a regiſter of ſuch wills in the form preſcribed, in which you are to enter the name of the Patient, the Ship to which he belonged, the date of the will, the name, occupation and place of abode, and ſuch other deſcription as the Patient can give you, of the perſon in whoſe favour the will is made, the names of the witneſſes, and the name of the Surgeon who certified the ſanity or proper ſtate of mind of the Patient; and you are to obſerve, that no will is to be made by a Patient in favour of any perſon whatever on the Eſtabliſhment of the Hoſpital, or employed therein. Appendix, N° 25.

39.]—If any man ſent on ſhore ſhall die under his diſeaſe or hurt, you are to cauſe him to have decent and chriſtian burial at His Majeſty's expence, but ſo as that the whole charge thereof do not exceed the ſum fixed by us, and to note the ſame in the proper column of your Quarterly Books; and you are to take care, upon the party's deceaſe, that his bedding, cheſt, and other effects, be returned by Inventory to the Commander of the Ship or Veſſel to which he did belong, if at the Port, in order that they may be ſold at the Maſt, according to the cuſtom of the Navy; but ſhould the Ship not be in Port, you are to deliver ſuch effects to any perſon or perſons legally authorized to receive them, taking a diſcharge for the ſame.

40.]—And in caſe there ſhall not be an opportunity to ſend ſuch effects on board the Ship or Ships to which the deceaſed perſon or perſons did belong, nor any ſuch legal claims made as before-mentioned; then you are to ſee the ſaid effects diſpoſed of to the beſt advantage at the firſt public ſale of old Stores that may take place; to keep a ſeparate Account, and to receive the produce thereof, and to be accountable for it to this Office, acquainting us of your proceeding herein from time to time, and tranſmitting an Account thereof in the eſtabliſhed form; for your trouble herein you will have an allowance of 5-per-cent. out of the produce, as the Purſers of His Majeſty's Ships have in like caſes, except on the amount of the caſh left by the party; and you are to give credit in your Account with us, that we may cauſe the ſame to be paid into the hands of the Treaſurer of His Majeſty's Navy, in order to the amount being added to the wages of the deceaſed parties. Appendix, N° 26.

41.]—When the corpſe of any perſon who ſhall have died while ſerving on board any of His Majeſty's Ships ſhall be ſent to the Hoſpital for interment, you are to cauſe it to be buried in the burial ground of the Hoſpital, in the ſame manner as Patients who die therein, and you are to require from the Commander of the Ship a certificate, ſigned by the Surgeon, ſtating the diſeaſe of which the man died, and all the circumſtances relating to his death. You are, in either caſe, to keep an Account of the funerals, and at the end of each quarter to pay for the ſame, taking proper Vouchers for the amount, and tranſmitting them, and alſo the certificates of death above-mentioned, with your Accounts of Diſburſements.

42.]—The effects of men who have run away are to be ſold as directed in regard to thoſe of dead men, and you are to account for the produce in like manner.

43.]—You are, at the end of every month, to make out from the Hoſpital books, and tranſmit to us by the firſt Packet that ſails for England, a complete Liſt, in the annexed form, of all the men who have died in the Hoſpital during the month, in which you are to particularize the charges againſt them reſpectively, and to ſign the ſame. Appendix, N° 27.

44.]—You are, at the end of every calendar month, to make known to the Captains of His Majeſty's Ships or Veſſels then in Port, the names of ſuch of the men received from their reſpective Ships as have died, been diſcharged to any other Ship or place, or run away

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in that month, with the reſpective days on which the ſame happened, that they may regulate their books accordingly.

45.]—You are by every opportunity to ſend us, in conjunction with the Surgeon, an Account of the State of the Hoſpital in the annexed form. Appendix, N° 28.

46.]—Sick or Wounded Marines ſent on ſhore from His Majeſty's Ships and Veſſels are to be treated in all reſpects, as to quarters and cure, as Seamen in like condition; extracts from the Inſtructions relating to the Royal Marine Forces when on ſhore, will be ſent you herewith.

47.]—You are to keep a diſtinct Account of all ſuch men as ſhall be received into the Naval Hoſpital from Veſſels employed as Tranſports in the public Service, for whoſe victualling the Maſters of ſuch Tranſports ſhall have failed to ſettle with the Contractor, and you will take care to ſend thoſe Accounts to us with the other Accounts of the Hoſpital, as ſoon after the expiration of each quarter as may be.

48.]—When ſick priſoners of war ſhall be ſent to the Hoſpital they are to be treated in every reſpect, ſo far as may be conſiſtent with their ſecurity, as Britiſh Seamen; but ſeparate Accounts are to be kept for them.

49.]—The Patients are to be victualled upon ſuch of the diets preſcribed by the Contract as the Surgeon ſhall direct, and the number on full or half or on low diet is to be inſerted daily by the Surgeon in the Diet-books of their reſpective wards, in the form preſcribed to him, which are to be delivered to your Office every day before noon, and you are to give to the Contractor, in the afternoon of each day, a note under your hand, ſtating the number of Patients to be victualled on each diet in the ſucceeding day. Appendix, N° 29.

The Officers and Servants of the Hoſpital to whom victualling is allowed, are always, while in health, to have the full diet, and when ſick to be dieted as the Surgeon may direct. That you may be fully informed of what the Contractor is required to do, you will always be furniſhed with a copy of the exiſting Contract, and as you are to conform yourſelf to what is therein required on your part, ſo are you to be very careful that every thing be punctually done on that of the Contractor. In the morning, when the meat is to be cut up for the uſe of the Patients, they are to ſelect two ſober ſteady men from each ward, to ſee their proportion weighed, tallied and put into the copper.

50.]—You are to attend the receipt of proviſions and other articles brought for the daily uſe of the Hoſpital, and to ſee the whole carefully weighed, counted or meaſured, as the caſe may be, and to take care that the quality of every kind be agreeable to the Contract, or equal to the ſamples or deſcription by which the ſame is to be received; and ſhould you find any of the articles deficient in quantity, or objectionable in quality, you are to reject them.

51.]—You are to uſe all poſſible precautions to prevent ſtrong liquors being brought to or drank by the people under cure, the neglect of ſuch precautions having often been fatal to the people themſelves, of great hindrance to the Service, and of conſiderable unneceſſary expence to the Crown; and as permitting men to eat and drink to exceſs may occaſion relapſes among them, ſuch a diſcipline is to be kept up as may prevent their falling into any intemperance; and in caſe any of the men ſhould be diſorderly, and refuſe to obſerve the rules given for their government in diet, &c. by the Surgeon, you are to make the Commander in Chief or ſenior Officer of His Majeſty's Ships acquainted therewith, in order to their being puniſhed.

52.]—After the end of each quarter, that is on the firſt January, firſt of April, firſt July, and firſt of October in each year, you are to deliver to the Contractor or his Agent an Account in duplicate of the number of Patients victualled by him in the Hoſpital in the preceding quarter, agreeably to the annexed form; and at the foot or back of every ſuch Account there is to be an Affidavit by yourſelf and the Surgeon in the form alſo annexed, or as much to that effect as the conduct of the Contractor will allow; each of theſe Accounts of Victualling is to be approved by the Reſident Commiſſioner of the Navy, if there be one on your ſtation, otherwiſe by the Commander in Chief or ſenior Officer of His Majeſty's Ships in Port for the time being, and a copy of each is to be tranſmitted by you to this Office by the firſt opportunity. Appendix, N° 30. Appendix, N° 31.

53.]—When, in conſequence of the number of ſick in the Hoſpital, there may not be room therein for the accommodation of Officers who may have been examined and received, you are, on being directed by the Surgeon, to provide quarters for them in private houſes, and to uſe your beſt endeavours to procure the ſame in the moſt healthy ſituations; every ſuch Officer is to be ſent to ſick quarters with a ticket in the eſtabliſhed form, ſigned by you and approved by the Surgeon, which is to be delivered to the perſon in whoſe houſe the Officer may be lodged; and thoſe Officers on their recovery are to be diſcharged to their Ships by a ticket in the annexed form, ſigned and approved as above directed. The daily expence to the Crown of an Officer at ſick quarters is not to exceed the price of a ration of a man in the Hoſpital, as allowed by the Contract. Appendix, N° 32. Appendix, N° 33.

54.]—You are to keep a Muſter-book in the form annexed, containing the names, &c. of the Officers in ſick quarters, by which you or your Clerk are to muſter them twice a week. If on ſuch muſter any of them ſhould be abſent, you are to check them of their allowance for quarters for that day; and if they ſhould be abſent at three ſucceſſive muſters, you are to inform the Commander in Chief or ſenior Officer thereof in writing, in order that ſuch ſteps may be taken as may be judged proper on the occaſion; but you are to fix the time for muſtering, that the Officers may not be improperly checked in conſequence of being abſent only for the benefit of air and exerciſe; tranſcripts of theſe Muſter-books in the ſame form, are to be tranſmitted to us at the expiration of each quarter, atteſted by the Surgeon. Appendix, N° 34.

55.]—You are to keep a book of the eſtabliſhment of the Hoſpital, containing the names of the principal Officers, inferior Officers, and perſons of every deſcription paid by us belonging

longing thereto, with the times of their reſpective entries and diſcharges, and their rates of ſalaries or wages, according to the annexed form, obſerving that no perſon is to be entered therein or diſcharged therefrom without an order from us, or from the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels, and that no perſon be entered under one deſcription and employed in the buſineſs of another. At the beginning of each year you are to tranſmit a copy of this book to us, and to make out a new one for the actual eſtabliſhment at that time. Appendix, N° 35.

56.]—From the above mentioned book you are, at the commencement of every month, to make out a daily muſter or check-book in the annexed form, which is to contain the names of all ſervants and working people borne on the Eſtabliſhment; by this book the labourers and other men ſervants employed in the Hoſpital are to be muſtered by you or your Clerk every morning on their coming to work, and alſo on their leaving off work in the evening, to enable you to keep an exact account of their time and to eſtimate their wages. All perſons who ſhall anſwer to their names ſhall have a perpendicular line thus (|) ſet againſt their names in the proper column, to denote their being preſent; thoſe who may be abſent on leave are to be diſtinguiſhed by the mark (√); and all ſuch as may be abſent without leave are to have a croſs (+) put againſt their names. Appendix, N° 36.

57.]—You are to keep a general entry-book in the annexed form, of the time of entry and diſcharge of all ſervants belonging to the Hoſpital who ſhall be received into the wards as Patients, and to enable you to do ſo, the Surgeon, when he ſhall have taken ſuch Patients under his care, is to ſignify the ſame by a note under his hand, in the form alſo annexed, which ſhall be your authority for putting ſuch Patient on the above-mentioned book; you will in like manner receive information of their being returned to duty, by a note from the Surgeon in the form preſcribed, which notes authorizing the entry and diſcharge of ſuch ſervants, are to be tranſmitted to us, with your quarterly book hereinafter mentioned, as vouchers thereto. Appendix, N° 37. Appendix, N° 38. Appendix, N° 39.

58.]—You are, from the book of Officers and Servants deſcribed in article 55, to make out at the expiration of each quarter, and to add to your quarterly book a liſt of the names and qualities of all perſons victualled in the Hoſpital at the expence of the Crown, under the denomination of Officers and Servants, ſpecifying the date of the commencement of each perſon's victualling, the time it ended, with the number of days checked, and the number of days each perſon was victualled, and the total number of days victualling to Officers and Servants during the quarter. This Account is to be tranſmitted to us with your other quarterly Return, to check the Contractor's Victualling Account.

59.]—At the end of each quarter you are to make out an Account according to the annexed form, of the Salaries and Allowances for ſubſiſtence due in that quarter to the Officers and Servants employed in the Service of the Hoſpital; and you are, without delay, to pay thoſe ſeveral perſons the reſpective ſums which ſhall appear by ſuch Account to be due to them, taking care to cauſe them to ſign their names in the proper column of the Account for the ſums paid to them reſpectively; you are to be careful that ſubſiſtence be not paid to any perſon who may be victualled by the Contractor. Appendix, N° 40.

60.]—When any Officer belonging to the Hoſpital ſhall have ſerved in His Majeſty's Navy in ſuch a capacity as will entitle his widow, ſhould he leave one, to receive a Penſion from the Fund for the relief of Widows of Officers, you are to make from his pay a deduction of three pence in the pound to be applied towards that Fund, giving credit in your Accounts with this Board for the amount of the ſum ſo deducted.

61.]—When any repairs or work of any conſiderable extent ſhall be deemed neceſſary, you are firſt to report the ſame to the Commander in Chief or ſenior Officer of His Majeſty's Ships at the place for his approval, and, if approved, to refer the ſame to us for our ſanction, if the caſe will admit of it; and if in conſequence the works ſhall be directed to be undertaken, and ſhall have been completed, the Account is to be certified by a competent Officer of the Dock-yard, where there is one, or a creditable Surveyor, as to the ſaid works having been performed in a workmanlike manner, and agreeably to the contract which ſhall have been entered into by you, under the approbation of the ſaid Officers.

62.]—No expences whatever, excepting ſuch as ſhall be expreſsly authorized by us, are to be incurred by you without a ſpecial order in writing for that purpoſe from the Commander in Chief or the ſenior Officer of His Majeſty's Ships in Port. When you ſhall have received any ſuch order, you are to tranſmit a copy of it to us by the firſt opportunity, together with a copy of any repreſentation made by you upon which ſuch order may have been founded, and you are to ſtate in your letter the amount of the expences incurred by virtue thereof, another copy of every ſuch order is to accompany your Accounts for the quarter in which you ſhall have received it, and it is to be noted againſt the article or articles of charge in the ſaid Accounts to which it ſhall relate; although it be proper that you ſhould apply to the Commander in Chief or ſenior Officer of His Majeſty's Ships in all caſes of difficulty which will not admit of delay, yet you are not to apply to him for an order to incur any expence which can be deferred until you can hear from us, in anſwer to any repreſentation which you may think it neceſſary to make to us on the ſubject; and you are to obſerve that if any repreſentation, which ſhall afterwards appear to have been improper, be made by you to the Commander in Chief or ſenior Officer, upon which an order to incur an expence ſhall have been founded, the charges in your Accounts for ſuch improper expence will not be allowed by us. You are further to obſerve, that when you ſhall have received from the Commander in Chief or ſenior Officer an order for incurring an expence, not merely temporary, but which may probably continue beyond one quarter, you are to conſider ſuch order in force only until you receive our direction as to its continuance; and accordingly, if you ſhould enter into any engagement for time in conſequence of ſuch

order, you are expreſsly to ſtipulate with the party engaging, that every ſuch engagement ſhall be ſubject to our approval, and may be annulled at the end of two weeks after you ſhall have received and communicated to him or them our directions for that purpoſe.

Appendix, N° 41. Appendix, N° 42.

63.]—You are, as ſoon as poſſible after the end of each quarter, to make out an Account of your Diſburſements in that quarter, in the annexed form, accompanied by an Affidavit agreeably to the form alſo annexed, and original Receipts and other Vouchers for the money paid; obſerving, that as an additional Voucher for any expence incurred in the purchaſe of Medicines the Diſpenſer's demand is to be ſent, and you are alſo to make out a Quarterly General Account current, at the debtor ſide of which you are to inſert the amount of the Account of Diſburſements, and likewiſe the amount of the Quarterly Account of Salaries, &c. and you are to give credit for all the Bills drawn by you upon us in the ſaid quarter.

64.]—You are to lay all your Accounts, made out in duplicate as before deſcribed, before the Commiſſioner as ſoon as poſſible, but at all events within a fortnight after the expiration of the quarter; and, to enable him to proceed in the examination thereof as hereinbefore deſcribed, you are to attach to each of theſe duplicates the original Vouchers under mentioned (provided you are poſſeſſed of more than one original Voucher of each deſcription, otherwiſe you are to ſubſtitute copies which are to be atteſted by the Commiſſioner) in ſupport of each entry in the Accounts deſcribed oppoſite to them reſpectively, viz.

The Tradeſmens Bills certified as to the propriety of the rates and prices, in the manner hereinafter directed, and the Commander in Chief's order for making ſuch purchaſes.	As Vouchers to	The Account of Stores received from Contractors or otherwiſe purchaſed.
Receipt of the Officer or other Perſon ſupplied with the Stores, with the Commander in Chief or other Officer's order or requiſition for the ſupply.		The Account of Stores ſupplied to Ships.
Book in which an Account was taken of each Lot of unſerviceable Stores ſold by Auction, Receipts, Certificates or other Documents, beſides the various Reports of Survey.		The Account of the Receipt and Diſpoſal of unſerviceable Stores.

But as ſeveral of the Accounts which form part of your Quarterly Account, are not of a nature to be ſupported by ſeparate Vouchers, particularly the Account of Stores expended in carrying on the current ſervices of the Eſtabliſhment, the particulars of which it is deſirable to inveſtigate as ſoon as may be after the tranſactions have taken place, that ſuch explanation as the caſe may require may be procured on the ſpot. You are therefore, in addition to the documents before-mentioned, to lay your Daily Receipt and Daily Iſſue Book before the Commiſſioner, with any other Book or Account in your poſſeſſion which he may deſire; and he is further empowered, if he ſee cauſe, to call for any explanation on the ſubject of your Accounts or the expenditure of public Stores, not only from yourſelf, but from ſuch other perſons as may be able to afford him the information required.

65.]—When the Commiſſioner ſhall have fully examined and ſatisfied himſelf of the correctneſs of your Account, and certified his approval thereof in the manner formerly deſcribed, you are, in the Commiſſioner's preſence, to take and ſubſcribe the Affidavits required of you.

66.]—You are to requeſt the Commiſſioner to inform you of the name of the Ship by which the Accounts are ſent, the time of her ſailing, and the name of the perſon into whoſe charge he may have delivered them, and who is to be required by him to forward them to us immediately on his arrival at any Port in this country; but ſhould there be a Naval Storekeeper or Collector of the Cuſtoms at ſuch Ports, to deliver them into his hands for the purpoſe of being forthwith tranſmitted to us. You are to acquaint us by what conveyance your Accounts have been tranſmitted, and if there ſhall be reaſon to ſuppoſe that the Ship or Veſſel in which they may have been ſent has been captured or loſt, copies thereof ſhall be forwarded by the firſt opportunity, and on the inſide you are to write the following words: "A copy of the original ſent by [*inſerting the Ship's name and time of her ſailing*]."

67.]—You are to charge yourſelf with all public Monies ariſing from the ſale of Stores, or otherwiſe coming into your poſſeſſion; and whenever there ſhall be a neceſſity for your taking up money for the public Service by Bill, you are to repreſent it by letter to the Commander in Chief or ſenior Officer of His Majeſty's Ships preſent, ſtating the balance in your hands, the ſum required, and the purpoſes for which it is wanted, obſerving, that you are never to have in your hands at one time more money than the probable amount of the current contingent expences of the Eſtabliſhment for two months, unleſs the rate of exchange ſhould be ſo favourable as to offer an advantage deſerving attention; in that caſe you are to repreſent it to the Commander in Chief or ſenior Officer as above directed, and with his approbation in writing, you may draw upon us for the probable amount of two months expenditure, according as he may judge proper to direct.

68.]—You are to acquaint the Commiſſioner whenever you may have received directions to draw for money, and with his approbation to apply in writing to the Poſt Maſter, Collector of the Cuſtoms, Receiver for Greenwich Hoſpital, or other Officer in the practice of remitting money to England on account of Government, ſtating the ſum for which you are authorized to draw, and offer to each of them in ſucceſſion Bills of not leſs than £.100. each, at the governing rate of exchange for the whole or ſuch part of the ſum required, as they may

be

be reſpectively able to furniſh; but in caſe the whole cannot be procured from any one or all of thoſe Officers, then ſo many days public notice ſhall be given as the Commiſſioner ſhall, according to local circumſtances, judge proper to fix, ſtating that Bills on us of not leſs than £.100. each, will be given to any perſon or perſons who will furniſh you with money at the beſt rate of exchange, and according to the tenders moſt advantageous for Government, the reſidue of the money required is to be procured. The tenders ſhall be received ſealed up, and accepted under the ſame regulations in every particular as directed with reſpect to the purchaſe of Stores.

69.]—Your Bills of Exchange are to be numbered in progreſſion, beginning with number one in each quarter, and made out in the annexed form, at thirty days ſight, filled up with the real names and occupations of the perſons who furniſh the Money or the Stores for which the Bill is drawn, or who ſhall otherwiſe be entitled thereto; and the ſum is to be expreſſed in words at length, both in ſterling and currency, the rate of exchange, premium or diſcount on public Bills on London, on the day they are drawn, are to be inſerted and certified at the foot of each Bill by two principal Merchants of the place, whoſe reſpectability the Commiſſioner muſt certify by his ſignature: you are to obſerve, that all Bills drawn on us by you are to be approved by the Commander in Chief or ſenior Officer of His Majeſty's Ships; and that the Public is always to have the benefit of the exchange; and you are to charge yourſelf therewith in your Caſh Account accordingly. You are to annex thereto as Vouchers to all Bills drawn, an atteſted copy of your application to the Commander in Chief on the ſubject, with his original authority to you for drawing ſuch Bills, as well as the original anſwers of the public Officers to whom the Bills in the firſt inſtance have been offered, together with the advertiſements or atteſted copies of other public notices given in caſe of the ſaid Officer's inability to ſupply the ſum wanted, and alſo the original tenders received on that occaſion. Appendix, N° 43.

You are invariably, by the firſt opportunity, to adviſe us of each Bill drawn by you on this Board, ſtating, in your letter of advice, the amount thereof, and for what purpoſe the money was required.

70.]—You are to be very careful not to draw Bills for your Quarterly Accounts, unleſs ſuch Accounts ſhall have been previouſly prepared and ready to be tranſmitted to us by the firſt King's Ship ordered to England.

71.]—You are to tranſmit to us, with your Quarterly Caſh Accounts, a ſtatement agreeably to the annexed form, of the daily rate of exchange, ſhewing the fluctuation in the courſe of the quarter, which is to be atteſted by the Collector or chief Officer of the Cuſtoms, and by two of the principal Merchants of the place, and ſhall alſo be ſigned by either the Commiſſioner, Commander in Chief, or ſenior Officer, in proof of his being ſatisfied of the correctneſs thereof, and of the reſpectability of the Merchants who atteſt the ſame. Appendix, N° 44.

72.]—You are to keep all your Accounts with this Office in the currency of the place, and not in ſterling money; and, conſequently, all your Vouchers for money paid are to expreſs the amount in currency: before you pay any Bill for Articles purchaſed, you are to take care that it be properly caſt up, and that the reaſonableneſs of the prices be certified at the foot or upon the back of the Bill, by two reſpectable reſident Merchants: every receipt for money paid by you, muſt be atteſted by the Surgeon and Diſpenſer as witneſſes, without which teſtimony it cannot be admitted as a proper Voucher: you are to take eſpecial care that Bills of Parcels for every article purchaſed, or expence incurred, be made out and vouched agreeably to the deſcribed form. Appendix, N° 45.

73.]—All your Bills of Exchange, drawn upon us, will be charged, and remain as Impreſs againſt you until the final ſettlement of your Accounts with this Office; and you are to take notice, that, although irregular charges in your Accounts may, through the multiplicity of buſineſs, not be immediately noticed here, yet, on the final ſettlement of them, no charges whatever will be allowed, excepting ſuch as ſhall have been fully authorized and vouched in conformity to theſe Inſtructions.

74.]—No eraſure is to be made in any Books or Accounts; but whenever an error ſhall have been diſcovered, or any alteration ſhall have been authorized, the ſame is to have a ſlight line drawn through it with a pen, and the correct words or figures are to be inſerted above in red ink.

75.]—You are to tranſmit to us, at the expiration of each month, an Abſtract agreeably to the annexed form, of all orders and letters received from us in the courſe of that month, ſpecifying ſuch of them as remain unexecuted or unanſwered; and alſo ſtating thereon, in the form preſcribed, an Abſtract of ſuch letters (ſpecifying their dates) as you may have written to us, which have not been anſwered. Appendix, N° 46. Appendix, N° 47.

76.]—You are carefully to preſerve all original orders or official letters which you may receive; and at the end of every year, to cauſe them to be bound together in one or more volumes: you are alſo to enter in a book, to be kept for that purpoſe, all letters which you may have occaſion to write on the public Service; and you are to form and regularly to keep complete, an alphabetical index to each of the before-mentioned books, to the end that reference may, at any time, be had to every order which you may have received, or letters you may have written; and theſe books are to be depoſited in your Office for the information of your ſucceſſors.

77.]—You are to add to theſe Inſtructions all ſuch additional orders as you may, from time to time, receive in the nature of permanent or ſtanding regulations, ſo as that they may, at all times, be kept complete.

78.]—You are neither directly nor indirectly to have any intereſt or concern whatever in any Proviſions, Stores, Medicines or Neceſſaries which may be purchaſed for the Service of Government, or in the purchaſe of any Stores or other Articles or Effects, whether belonging to

to Government or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in or to make any advantage of the Medicines, Drugs and Neceſſaries or Stores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any perſon for you, to demand or receive, under any name, promiſe or pretence, any perquiſite, fee, gratuity or reward, from any Merchant, Contractor, Tradeſman, or other Perſon having any connection, either as a Principal or as an Agent, with any part of your public duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any fee, gratuity or reward whatever for the nomination or appointment of any Clerk or other perſon to be employed in any capacity whatever in the Hoſpital. To this effect you, as well as every other Officer and Clerk of the Hoſpital, are to take an Oath, in the preſcribed form in the Appendix, and give Bond, in the form annexed, in three times the amount of your Salary; and, in caſe of default, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. Beſides the above, you are to enter into another Bond, according to the form alſo annexed, with two ſufficient Sureties, in the ſum of £.1,000. for duly accounting for all Monies and Stores committed to your charge.

Appendix, N° 48.
Appendix, N° 49.
Appendix, N° 50.

79.] —The aforegoing Inſtructions define your general duty as far as is conſidered neceſſary, but in the various concerns of your Office circumſtances may occur for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey with the utmoſt attention every order which may be given to you by the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels on the ſpot, reſpecting the different articles above mentioned on which you are referred to him, taking care that in like manner all perſons employed under you do ſtrictly perform the duties aſſigned to them, and that the beſt economy be obſerved on all occaſions, and that every meaſure in your power be adopted to prevent the embezzlement of public property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your power, in carrying into effect all the regulations which now are or may hereafter be eſtabliſhed, for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital.

You are to be very careful to inform us from time to time of any obſtructions or difficulties you may meet with in doing your duty, and of whatſoever ſhall appear to you likely to contribute to the better or more eaſily carrying on that part of His Majeſty's Service committed to your care, that we may conſider the ſame, and give ſuch directions therein as we may think proper.

It is expected that in the execution of your duty, you ſhew conſtantly an intereſt for His Majeſty's Service, and exert yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch others as may from time to time be given to you. In caſes for which no particular direction can be furniſhed or obtained, it is incumbent on you to uſe all poſſible diligence and attention to expedite and promote the welfare of the public Service.

APPENDIX

TO THE INSTRUCTIONS TO THE AGENTS AT THE FOREIGN HOSPITALS.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

— N° 1. —

DEMAND for the Service of the of 18 wanting

ARTICLES.	Laſt Supply.		Remains in Store.	Preſent Demand.	Preſent Price if procurable on the Spot.
	When received.	Quantity.			

—N° 2.—

Naval Hoſpital at

AN ACCOUNT of the actual Quantities of all Stores received into this Hoſpital for the Public Service.

Time when.	From whom.	Species of Stores received.	Number or Quantity.

—N° 3.—

THE Nurſe appointed to take charge of the Stores in this Inventory, will be held reſponſible for every Article; upon removal of the Nurſe thus charged with the Stores, the Matron is to compare them with the Inventory and examine into their ſtate, and if ſhe find any miſſing or injured by neglect, ſhe is forthwith to report the ſame in writing to the Agent, who will direct that the value thereof be deducted from the money due to the Contractor.

The firſt column denotes the number of each particular article originally placed in the ward, and whenever that number ſhall be increaſed or reduced, the number actually in the ward is to be inſerted in the next column, with the date when the alteration took place, and it is to be ſtrictly obſerved, that no article of Stores is to be removed from any ward without ſpecial permiſſion from the Agent.

ARTICLES.	Numbers of each Deſcription on charge at the reſpective Periods under-mentioned.											

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

—N°

PROPORTIONS in which BEDDING, LEMON JUICE and

	BEDDING.				Lemon Juice.	For		
	Sheets.	Pillows.	Night Caps.	Beds.		Calico.	Welch Flannel	Lint.
	Pairs.	N°	N°	N°	Gallons.	Yards.	Yards.	lb.
1ſt Rate - - -	20	20	20	20	54	200	140	10
2d - - - - -	16	16	16	16	45	180	120	9
3d - - - - -	12	12	12	12	45	160	100	6½
4th - - - - -	9	9	9	9	27	80	50	5
5th - - - - -	7	7	7	7	27	70	40	4
6th - - - - -	4	4	4	4	18	50	30	3
Sloops - - -	3	3	3	3	9	30	20	2
Cutters - - -	2	2	2	2	9	20	10	1

—N°

PURSUANT to an Order from We whoſe names are hereunto ſubſcribed have careful Survey on the Lemon Juice, Neceſſaries, Bedding, &c. remaining in charge of Mr.

ARTICLES.	Supply for a Ship of the Rate, when complete on the 18	Remains per Survey.		Preſent Deficiency.
		Serviceable.	Unſerviceable to be returned into Store.	
Lemon Juice - - - Gallons - -				
NECESSARIES. Tea - - - - - - - lb. - -				
Sago - - - - - - - — - -				
Rice - - - - - - - — - -				
Pearl Barley - - - - — - -				
Soap - - - - - - - — - -				
Soft Sugar - - - - - — - -				
Calico - - - - - - Yards - -				
Welch Flannel - - - — - -				
Lint - - - - - - - lb. - -				
Tourniquets - - - - N° - -				
Rupture Truſſes. Right ſide - — - -				
Left ſide - — - -				
Double - — - -				
Bed Pans - - - - - — - -				
Urinals - - - - - - — - -				
Spitting Pots - - - N° - -				
Caſt Iron Saucepans. Two Quart — - -				
Three Pint — - -				
One Pint — - -				

4.—

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

NECESSARIES, are to be ſupplied to His Majeſty's Ships and Veſſels.

NECESSARIES.														
12 Months.								For 6 Months.						
				Caſt Iron Saucepans.										
Tourniquets.	Bed Pans.	Urinals.	Spitting Pots.	Two Quart.	Three Pint.	One Quart.	One Pint.	Tea.	Sago.	Rice.	Pearl Barley.	Soft Sugar.	Soap.	Portable Soup for 3 Months.
N°	N°	N°	N°	N°	N°	N°	N°	lb.	lb.	lb.	lb.	lb.	lb.	lb.
15	2	2	8	1	1	- -	2	72	64	128	128	412	25	100
12	2	2	7	1	1	- -	2	63	56	112	112	348	21	100
10	2	2	6	1	1	- -	2	54	48	96	96	284	15	75
8	2	2	3	1	1	- -	2	27	24	48	48	192	10	50
6	2	2	3	- -	1	- -	2	22 ½	20	40	40	160	7 ½	50
4	2	2	2	- -	1	- -	2	13 ½	12	24	24	96	4 ½	25
4	1	1	1	- -	1	- -	1	9	8	16	16	64	3	25
3	1	1	1	- -	- -	1	1	1 ½	4	8	8	32	1 ½	25

5.—

been on board His Majeſty's the and have there taken a ſtrict and
Surgeon of the ſaid all which we have left in charge of

ARTICLES.	Supply for a Ship of the Rate, when complete on the 18	Remains per Survey.		Preſent Deficiency.
		Serviceable.	Unſerviceable to be returned into Store.	
Bedding. Sheets - - - Pairs - - -				
Bedding. Pillows - - - N° - - -				
Bedding. Night Caps - - — - - -				
Bedding. Hair Beds - - — - - -				
Packages. Lemon Juice. Caſes - - - - - - -				
Packages. Lemon Juice. Bottles - - - - - - -				
Packages. Cheſts for Calico, &c. - - - - - -				
Packages. Cheſts for Grocery - - - - - - -				
Packages. Tin Canniſters for Tea - - - - - - -				
Packages. Tin Canniſters for Sago - - - - - - -				
Packages. Tin Canniſters for Rice - - - - - - -				
Packages. Tin Canniſters for Pearl Barley - - -				
Packages. Caſks for Sugar - - - - - - -				

And we do declare, That we have taken this Survey with ſuch care and equity, that we are ready to make Oath to our proceedings.

Given under our hands, on board His Majeſty's the 18

Surgeon of His Majeſty's .
Surgeon of His Majeſty's
Surgeon of His Majeſty's

Received the 18 of Mr. Agent of the Hoſpital at the quantities of the articles inſerted in the fourth column of the foregoing Survey, to complete the proportion for a Ship of the rate.

Surgeon.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

HOSPITAL, 18 } ACCOUNT of the Receipts and Iſſues of BEDDIN
between the

DATE.		Bedding.				Lemon Juice.	Calico.	Welch Flannels.	Lint.	Tourniquets.	Rupture Truſſes			Bed Pans.	Urinals.
		Sheets.	Pillows.	Night Caps.	Hair Beds.						Right Side.	Left Side.	Double.		
	RECEIPTS:	Pairs.	N°	N°	N°	Gallons.	Yards.	Yards.	lb.	N°	N°	N°	N°	N°	N°
	Total - - -														
	ISSUES:														
	Total Iſſued - -														
	Remains in Store														

6.—

Appendix to the Instructions to the Agents at the Foreign Hospitals.

LEMON JUICE, NECESSARIES, PORTABLE SOUP, &c.

and the

Cast Iron Saucepans.										Packages.										
										Lemon Juice.		Portable Soup.		Chests for		Tin Canisters for				
2 Quart.	3 Pint.	1 Pint.	Tea.	Sago.	Rice.	Pearl Barley.	Soap.	Soft Sugar.	Portable Soup.	Cases.	Bottles.	Boxes.	Canisters.	Calico, &c.	Grocery.	Tea.	Sago.	Rice.	Pearl Barley.	Casks for Sugar.
N°	N°	N°	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb. oz.	lb.	N°	N°	N°	N°	N°	N°	N°	N°	N°	N°	N°

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals

—N° 7.—

FORM of a BOOK for Entry of the Iſſue and Expence of Stores.

Time when.	To what Service iſſued, and how expended.	Species of Stores expended.	Quantity.

—N° 8.—

AN ACCOUNT; ſhewing the Receipts and Expence of the following Stores at between the and 18

Stores received.				Stores expended or iſſued.			
Time when.	Quality.	From whence or whom.	Quantity.	Time when.	Quality.	To what Service iſſued or how expended.	Quantity.

—N° 9.—

ABSTRACT of the Receipt and Expence of the following Stores at between the 1ſt January 18 and 31ſt December 18 , both Dates included; with the Quantities remaining at each of the ſaid Periods.

Quality of Stores.	Quantity which remained 1ſt Jan^{y} 18	Receipts or Supplies ſince.	Total.	Expence or Iſſues.	Remains on 31ſt Dec^{r} 18

This Deponent Agent of the Naval Hoſpital at voluntarily maketh Oath, that the foregoing Account of the Receipts and Iſſues of Stores between the and is juſt and true to the beſt of his knowledge and belief.

Sworn

Appendix to the Instructions to the Agents at the Foreign Hoſpitals.

— N° 10. —

Royal Hoſpital at
the
of

} REPORT of a Survey taken on the Stores remaining in the charge of Mr. Steward of the ſaid Hoſpital.

Species of Stores.	Quantity found on Survey.		Whether the unſerviceable Articles are convertible to other purpoſes, and for what, or only fit to be ſold.
	Serviceable.	Unſerviceable.	

— N° 11. —

AN ACCOUNT of Stores condemned by Survey on the 18
and ſold agreeably to an Order from 18 by
Auction at on the
18 by

Auctioneer.

N° of each Lot	Deſcription of each Lot.		Purchaſers Names.	Rate.	Amount.		
	Species of Stores.	Quantity.			£.	s.	d.

Appendix to the Instructions to the Agents at the Foreign Hofpitals.

— N° 12. —

Naval Hofpital at

} AN ACCOUNT of the Names and Numbers of fuch Sick and Wounded Seamen and Marines, as have been received into and victualled at the Naval Hofpital at between the and the according to Account thereof, kept by

Current Number.	Number on Ships Books.	By whom Victualled.	Ships Names.	Men's Names.	Quality.	When received.	Quality of the Diſeaſe or Hurt.	D. D.D or R.	Time when.	What Ship, returned to, or how diſpoſed of.	Number of Days victualled.	Number of Days checked.	Amount of Clothes as charged on their Diſcharged Ticket.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

—N° 13.—

SICK TICKET.

TO the Commiſſioners appointed to take Care of Sick and Wounded Seamen, or their Agent, at

Whereas we have ſent on Shore the Perſon mentioned in the within Ticket, being afflicted with we deſire that care may be taken to promote his Cure, and to provide him Quarters, according to the Methods of the Navy.

He has taken the following Neceſſaries on Shore with him:

Beds.	Cheſts.	Bags.	Coats.	Waiſtcoats.	Jackets.	Breeches.	Drawers.	Trowſers.	Pair of Sheets.	Pair of Stockings.	Shirts.	Handkerchiefs.	Pair of Shoes.	Hats.	Caps.	Wigs.	Books.	Watches.	Rings.	Buttons.	Silver Shoe Buckles.	Silver Knee Buckles.	Tickets.	Caſh.

Captain,
or
Lieutenant,
Surgeon.

HOSPITAL DISCHARGE.

Theſe are to certify, That the within mentioned was ſent to this place upon the day of 18 for the cure of and being cured, was diſcharged hence this day of 18 to go forthwith to

He has received in Clothes to the value of - - - - - - £.
And in Conduct Money - - - - - - - - - -

Amounting to Pounds Shillings and Pence.

Witneſs my hand

Appointed to take Care of Sick and Hurt Seamen.

—N° 14.—

WHEREAS we have ſet on Shore the Perſons hereunder named, belonging to His Majeſty's the we deſire that care may be taken for Quarters and Cure for according to the Methods of the Navy. Dated the day of

Number on the Ships Book.	Name.	Quality.	Quality of the Diſeaſe or Hurt.	
				Captain. Lieutenant. Officer who attended the Men on Shore.

To the Commiſſioners appointed to take Care of Sick and Hurt Seamen, or their Agent at

Note. The Number of Men is to be written in words at length, and not in figures; and the Liſt is to be ſigned by the Captain or Commander of the Ship or Veſſel, and the Officer who attends the Men on ſhore.

Appendix to the Instructions to the Agents at the Foreign Hospitals.

—N°. 15.—

Royal Hospital at 18

AN ACCOUNT of the Effects received with the Patients under-mentioned.

Ships Names, or Whence received.	Men's Names.	Time when received.	D. D. or R.	Time when.	Cheſts.	Bags.	Great Coats.	Coats.	Waiſtcoats.	Breeches.	Jackets.	Trowſers.	Frocks.	Blankets.	Haverſacks.	Hammocks.	Drawers.	Shoes, Pairs.	Stockings, Pairs.	Shirts. White.	Shirts. Check.	Handkerchiefs. Neck.	Handkerchiefs. Pocket.	Hats.	Caps.	Wigs.	Books.	Watches.	Rings.	Buttons.	Silver Knee Buckles.	Shoe Buckles.	Cash. £.	Cash. s.	Cash. d.	Signing Column for the Perſon atteſting the Receipt.	To whom delivered, or how diſpoſed of.	Time when.	Signing Column for the Perſon atteſting the Delivery.

— N° 16 —

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

Royal Hoſpital at
day of 18 } AN ACCOUNT of valuable Effects received into this Hoſpital with the under-mentioned Patients.

Ships Names.	Men's Names.	Time when received.	D. D. D. or R.	Time when.	Account of Money, and Deſcription of other valuable Effects.	Signing Column for the Perſon atteſting the Receipt.	To whom delivered, and how diſpoſed of.	Time when.	Signing Column for the Perſon atteſting the Delivery.

— N° 17. —

Naval Hoſpital at
Muſter-book of the Ward.

Ships Names.	Perſons Names.	When received.	How diſpoſed of.	Time when.

Appendix to the Instructions to the Agents at the Foreign Hofpitals.

—N° 18.—

Naval Hofpital at } A QUARTERLY ACCOUNT of Sick and Wounded Seamen and Royal Marines belonging to His Majefty's Ships and Veffels at this Hofpital, together with the Charge for Clothes and Funerals, between the of 18 and the of 18 according to the Account thereof kept by Agent of the faid Hofpital.

Current Number.	Number on the Ships Books.	Ships Names.	Perfons Names.	Quality.	When received.	Quality of the Difeafe or Hurt.	D. D. D. R.	Time when.	What Ship returned to, or how difpofed of	Number of Days.		Charge of		Allotments.	
										Victualled.	Checked.	Clothes.	Funerals.	Date or Amount of.	When reported to the Navy Board.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

— N° 19. —

THIS Deponent Agent to the Naval Hoſpital at voluntarily maketh Oath, That the times of Entry and Diſcharge, Death and Run of all the men, named in the annexed Book for the Quarter ending the are right and true; and that none of the ſaid people have been kept a day longer in the Hoſpital or Sick Quarters, than was neceſſary to the recovery of their Health, or cure of their Wounds or Hurts, unleſs ſo ordered by the Surgeon; nor diſcharged a day ſooner than the Surgeon judged them fit to return to their duty, to the beſt of his knowledge and belief, except the perſons named and numbered in the margin, the reaſons whereof are noted againſt their reſpective names in the Book.

This Deponent further maketh Oath, That the Slops charged in the ſame Book were really and truly iſſued to the people to whom they are charged, and that thoſe people were in abſolute want of them for their own proper uſe.

N. B. When no perſon ſhall have been kept longer on Shore than was neceſſary for his cure, the exception at the end of the firſt paragraph of the foregoing Affidavit is to be lined out; as is the ſecond paragraph, where there have not been any Slops iſſued in the time the Book is for.

— N° 20. —

AN ACCOUNT of Sick and Hurt Seamen and Marines, remaining in Quarters the laſt of and thoſe received from His Majeſty's Ships or Veſſels in the Month of 18

Number on the Ships Book.	From what Ship received.	Perſons Names.	Quality.	When received on Shore.	D. D. D. or R.	Time when.	What Ship returned to, or how diſpoſed of.	N° of Days Sick in Quarters.	Charge of Clothes.
									£. s. d.

— N° 21. —

Royal Hoſpital at day of 18 } A LIST of Men who appear by their Sick Ticket to have allotted part of their Wages.

Ships Names.	Men's Names.	If wounded in Action.	Allotment per Month.	When received.	D. D. D. R. or remaining.	When.	Where.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

—N° 22.—

THESE are to certify, That the Bearer belonging to His Majeſty's
N°
was ſent to this place upon the day of for cure of and being cured, was diſcharged hence this of to go forthwith to

£. s. d.

He hath received in Clothes to the value of - - - -
And in Conduct Money - - - - - - - -

Witneſs my hand, the day of

By
Appointed to take care of Sick and Hurt Seamen
at

—N° 23.—

Hoſpital 18 } LIST of Invalids and Unſerviceable Men ſent home in His Majeſty's the

Current Number on the Hoſpital Books.	Ships Names to which they belong.	Men's Names.	Age.	Quality.	When ſent on Shore.	Diſeaſe or Hurt.	Whether they may again be ſerviceable to His Majeſty or not.

—N° 24.—

SCALE of Allowance for Neceſſaries for Invalids on their embarking from Foreign Hoſpitals for England.

Madras and the Eaſt Indies - - - - -	£.2	2	0 per man.
Weſt Indies and the Cape of Good Hope - -	1	1	0 —
Halifax - - - - - - - - - -	1	1	0 —
Gibraltar and the Mediterranean - - - -	0	10	6 —

—N° 25.—

Naval Hoſpital } AN ACCOUNT of Wills executed by the Patients of this Hoſpital.

Ships Names.	Men's Names.	Date of Wills.	In whoſe favour made.	When ſent to the Inſpector.	Witneſſes Names.	By whom filled up.	Name of the Phyſician or Surgeon who certified the ſanity of the Patient.

—N° 26.—

AN ACCOUNT of the Sale of the Effects of ſundry Patients who have died in the Naval Hoſpital at between and the

Ships Names.	Men's Names.	Time of Entry.	Time of Death.	Nature of Effects.	Amount.	Commiſſion and Expences.	Net Produce.	Caſh.	TOTAL.

—N° 27.—

LIST of Sick and Wounded Seamen and Marines who have died in the Naval Hoſpital at between the and

N° on Ships Books.	Ships Names.	Men's Names.	Quality.	When received on Shore.	D. D. Time when.	Charges on the Ships Books, as appear by the Sick Ticket.					Clothes.
						Advance Two Months.	Navy Slops.	Beds.	Tobacco.	Venereals.	

Appendix to the Instructions to the Agents at the Foreign Hospitals.

—N° 28.—

Royal Hospital at } MEDICAL REPORT for the

Names of Physicians or Surgeons.	Fever.					Dysentery.					Wounds and Accidents.					Ulcers.					Pulmonic Inflammation.					Other Complaints.				
	Number now in Hofpital.	Received.	Difcharged cured.	D. D.	Invalided. Harbour Duty.	Invalided. Unferviceable.	Number now in Hofpital.	Received.	Difcharged cured.	D. D.	Invalided. Harbour Duty.	Invalided. Unferviceable	Number now in Hofpital.	Received.	Difcharged cured.	D. D.	Invalided. Harbour Duty.	Invalided. Unferviceable.	Number now in Hofpital.	Received.	Difcharged cured.	D. D.	Invalided. Harbour Duty.	Invalided. Unferviceable.	Number now in Hofpital.	Received.	Difcharged cured.	D. D.	Invalided. Harbour Duty.	Invalided. Unferviceable.

Affiftants and Servants.	Servants.	
Names of Hofpital Mates.	Quality.	N°.
Affifting the Surgeon.		
Affifting the Difpenfer.		

REMARKS.

Appendix to the Inftructions to the Agents at the Foreign Hofpitals.

—N° 29.—

DIET BOOK of the Ward for

| Day of the Month. | | |

— N° 30. —

Appendix to the Instructions to the Agents at the Foreign Hospitals.

AN ACCOUNT of the Number of Sick and Wounded Seamen, &c. daily victualled in the Naval Hospital at in the Months of and 180 by the Contractor.

DATE.	(Month.)				(Month.)				(Month.)			
	Patients.			Servants.	Patients.			Servants.	Patients.			Servants.
	Full Diet.	Half Diet.	Low Diet.		Full Diet.	Half Diet.	Low Diet.		Full Diet.	Half Diet.	Low Diet.	
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
14.												
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24.												
25.												
26.												
27.												
28.												
29.												
30.												
31.												

ABSTRACT.

Months.	Patients.			Servants.
	Full Diet.	Low Diet.	Half Diet.	
TOTAL - -				

N. B. *The description of the Servants victualled are to be noted here.*

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

—N° 31.—

A. B. Surgeon, and *C. D.* Agent, of the Naval Hoſpital at voluntarily make Oath, That the ſtatement on the other ſide hereof contains a true and juſt Account of the number of Patients and Servants daily victualled in the ſaid Hoſpital, on account of the Commiſſioners for conducting His Majeſty's Tranſport Service, for taking Care of Sick and Wounded Seamen, and for the Care and Cuſtody of Priſoners of War, in the months of and 18 by the Contractor for Victualling the ſaid Hoſpital, amounting to Rations of full Diet of half Diet, and of low Diet for Patients; and Rations of full Diet for Servants; and that the ſaid Mr. has, during the ſaid period, complied in every reſpect with the terms of his Contract.

A. B. Surgeon.
C. D. Agent.

Sworn before me at
this day of 18

B. A. Commiſſioner,
or
Commander in Chief.

Approved.

—N° 32.—

THE bearer hereof, Lieutenant belonging to His Majeſty's Ship having been found a fit object for Sick Quarters at on account of I deſire you will receive him into your houſe, and provide him with all things neceſſary, under the direction of the Phyſician or Surgeon who may attend him, for which you will be allowed per diem, until he ſhall be diſcharged therefrom.

Agent
of the Royal Hoſpital
at

Approved

Surgeon.

—N° 33.—

THESE are to certify, That the Bearer belonging to His Majeſty's the N° was ſent to this place upon the day of 18 for cure of and being cured, was diſcharged hence this day of 18 to go forthwith to

Witneſs my hand, the
of 18

Agent of the
Royal Hoſpital
at
or, [*as the caſe may be.*]

Approved

Surgeon.

— N° 34. —

MONTHLY MUSTER-BOOK of Sick and Wounded Officers, &c. fent to Sick Quarters at from the Royal Hofpital at with the Charges for the fame, between the of and the of 18 according to the Account thereof kept by Agent of the faid Hofpital.

Current Number.	Number on Ships Books.	Ships Names.	Perfons Names.	Quality.	When received.	Diſeaſe or Hurt.	D. D. D. or R.	Time when.	What Ship returned to, or how diſpoſed of.	When muſtered.	Perſons Names by whom Quartered.	Number of Days.		Amount due at per Diem.			Signing Column for the Perſons who received the ſame reſpectively.
												Checked.	In Quarter.	£.	s.	d.	

—N° 34—*continued.*

Appendix to the Instructions to the Agents at the Foreign Hofpitals.

Royal Hofpital at the of 18 } AN ABSTRACT of the Monthly Muſter Book of Officers, &c. from His Majeſty's Ships or Marine Head Quarters, or Sick Quarters, at for the Month of 18

When muſtered.	Number of Officers muſtered.	Muſter Letter.	Number.	
			Muſtered.	Checked.

—N° 35.—

A COMPLETE BOOK of the Eſtabliſhment of the Naval Hofpital at for the Year 18

Date of Entry.	Names.	Qualities.	Salary or Wages.	D. or D. D.	Time when.	Remarks.

Appendix to the Instructions to the Agents at the Foreign Hospitals.

—N° 36.—

A DAILY MUSTER or CHECK BOOK of the Servants of this Hospital.

Naval Hospital at

Number.	Persons Names.	Qualities.	Daily Musters in the Month of 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Number of Days mustered.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

—N° 37.—

Naval Hoſpital at } A MUSTER BOOK of Sick Servants victualled as Patients in this Hoſpital, in the Month of

Names.	Qualities.	When received as Patients.	Diſeaſe.	How Diſcharged.	Number of Days victualled as Patients.	D. D. D. or R.	When muſtered.									

—N° 38.—

Naval Hoſpital at } HAVING examined and found afflicted with I have received into the ward as a Patient.

You are therefore requeſted to enter the above-mentioned on your Muſter Book of Sick Servants.

Surgeon.

To

Agent.

—N° 39.—

Hoſpital at 18 } who was received into ward for cure of on the being cured fit to return to duty.

You are requeſted to diſcharge the above-named from your Muſter Book of Sick Servants, who is fit to return to duty.

Surgeon.

To

Agent.

—N° 40.—

AN ACCOUNT of Salaries and Subſiſtence paid to the under-mentioned Perſons employed in the Naval Hoſpital at between the and the

Name.	Quality.	From what Time.	To what Time.	Time employed.	Salary.		Subſiſtence.			Total Sum Paid.	We, whoſe Names are under-mentioned, do acknowledge to have received of the Sums expreſſed againſt our Names reſpectively.	Witneſs to the Payment.
					At what Rate.	Amount.	Number of Days.	Rate.	Sum.			

When any Perſon is entered or diſcharged, the Order for ſo doing is to be inſerted under his Name.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

—N° 41.—

AN ACCOUNT of Diſburſements made by on account of the Naval Hoſpital at between the and the

Time incurred.	When paid.	To whom.	Nature of the Diſburſement.	By what Authority and Date.	Number of the Voucher.	Sum.
						£. s. d.

This Account of Diſburſements, and the Quarterly General Account Current, is to be approved by the Commander in Chief or ſenior Officer of His Majeſty's Ships at the Colony.

—N° 42.—

FORM of AFFIDAVIT.

C. D. Agent at the Naval Hoſpital at doth voluntarily make Oath, That every article of Diſburſements inſerted in the foregoing Account is juſt and true, and that the money was really and truly paid to the perſons and for the ſervices and things therein reſpectively mentioned, and to or for no other whatever.

C. D. Agent.

Sworn before me, at
this day of 18
B. A.

—N° 43.—

N° Firſt of Exchange. *(Place and Date.)*

£. Sterling, Exchange, at per Cent.
Premium, per Cent.
Diſcount, per Cent.

Thirty days after ſight of this my firſt Bill of Exchange (ſecond and third of the ſame tenor and date not being paid) pay to the order of the ſum of [*expreſſed in words*] ſterling, for value received by me in the currency of this place, amounting to the ſum of [*expreſſed in words*] and no more, according to the rates of exchange, premium or diſcount above ſtated; and charge the ſame to my account for the Service of Sick and Wounded Seamen at Hoſpital, in the Quarter ending the as per advice.

Agent of the Naval Hoſpital
at

To the Commiſſioners for the Tranſport Service;
for taking Care of Sick and Wounded Seamen; and
for the Care and Cuſtody of Priſoners of War—London.

We do hereby certify, That the rates of exchange, premium or diſcount upon Bills on London, drawn for the public Service, were preciſely as above ſtated on the day of 180 at this place.

Collector of the Cuſtoms.
} Two principal Merchants.

I approve of this Bill, and believe the rates of exchange, premium or diſcount to be correctly ſtated.

Commander in Chief.

N. B. When Bills are at par, the blanks for the rates of premium or diſcount are to be filled up with the word "None". The blank for diſcount is to be filled up in the ſame manner when there is a premium, and *vice verſâ*.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

— N° 44. —

AN ACCOUNT of the Rate of Exchange which has been current at during this Quarter.

Month. Days.	Rate of			Months. Days.	Rate of			Month. Days.	Rate of		
	Exchange.	Premium.	Diſcount.		Exchange.	Premium.	Diſcount.		Exchange.	Premium.	Diſcount.
1.				1.				1.			
2.				2.				2.			
3.				3.				3.			
&c.				&c.				&c.			

We do hereby certify, That the rates of exchange, premium, or diſcount ſtated above, were thoſe which actually prevailed at the place at the ſeveral dates ſpecified for Bills on Government.

Collector of the Cuſtoms.
} Merchants.

I believe the above to be a correct ſtatement.

{ Commiſſioner, or Commander in Chief.

N. B. *Number of the Voucher in the Corner to correſpond with the Number in the Abſtract.*

— N° 45. —

Mr. To Dr.

For the under-mentioned Articles, ſupplied to the Naval Hoſpital at for [*here ſtate particularly the purpoſe for which the Charge is incurred; and if by an Order, the Order is to be annexed.*]

Place and Date.		Particulars.	Quantity.	Price.	Amount.		
					£.	s.	d.

We do hereby certify, That the prices charged for the ſeveral articles above ſpecified are reaſonable, and according to the rates which were current at the reſpective dates above-mentioned.

G. H. } Merchants, reſiding
I. K. } at

The Receipt for Payment to follow.

We do hereby certify, That the articles above-mentioned have been actually received for the purpoſes above ſtated; that they were good of their kind; and that the amount has been paid in our preſence.

Surgeon. } The Signature of theſe two
Diſpenſer. } Officers are required.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

— N° 46. —

ABSTRACT of Orders received from the Tranſport Board which remain unexecuted, or Queſtions unanſwered.

Warrant or Letters.	Date.	Subject.	Reaſon of being unexecuted or unanſwered.

Agent.

— N° 47. —

AN ABSTRACT of the Letters written to the Tranſport Board to which Anſwers have not been received.

Date.	Subject.	When and by what Conveyance ſent.	
			N. B. *To be left blank for the uſe of the Office.*

Agent.

— N° 48. —

FORM of an OATH to be taken and ſubſcribed by all Officers and Clerks employed at the Depôts for Priſoners of War.

I do ſincerely promiſe and ſwear, That I will be faithful, and true allegiance bear to His Majeſty King George the Third; and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the Office of to which I am appointed at the Depôt for Priſoners of War at and will ſtrictly and faithfully comply with all ſuch Inſtructions and Orders as ſhall from time to time be given me by the Commiſſioners of His Majeſty's Tranſport Service, &c. &c.; and that I will not, either directly or indirectly, accept, take or receive, from any

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

any Priſoner of War, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever, in reſpect of my ſaid office of over and above my Salary, and ſuch allowances as may, from time to time, be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners of His Majeſty's Tranſport Service, &c.; and that I will not, either directly or indirectly, have any intereſt or concern in any Contract under the Tranſport Board, or any other Naval Department, or in any Stores furniſhed or provided for the Service of Government, or in the purchaſe of any which ſhall be ſold by Government, or by the order of Government; and that I will not demand, take or receive, either directly or indirectly, any fee, gratuity or reward, for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered into any Department under the Tranſport Board.

So help me GOD.

—N° 49.—

FORM of a BOND to be given by all Officers and Clerks employed at the Depôts for Priſoners of War.

KNOW all Men by theſe Preſents, That I am held and firmly bound unto our Sovereign Lord George the Third, by the Grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our Sovereign Lord the King, His Heirs and Succeſſors; for which payment well and truly to be made I bind myſelf, my heirs, executors and adminiſtrators firmly by theſe Preſents. Sealed with my ſeal. Dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 180

The Condition of this Obligation is ſuch, that if the above bounden do and ſhall faithfully, honeſtly and diligently, to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of to which he has been appointed at and ſhall ſtrictly and faithfully comply with all ſuch Inſtructions and Orders as ſhall from time to time be given him by the Commiſſioners for the Tranſport Service, or by any Officer ſuperior to him in his line of duty, and ſhall not, either directly or indirectly, accept, take or receive from any Priſoner, or from any Contractor, Tradeſman, Workman or other Perſon or Perſons whomſoever, any ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of the ſaid office over and beyond the Salary, and ſuch allowances as may, from time to time, be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners, and ſhall not, either directly or indirectly, have any intereſt or concern whatever in any Contract under the Tranſport Board, or any other Naval Department, nor demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, for the nomination, appointment or entry of any Clerk or Perſon appointed or entered in any department under the Tranſport Board, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered (being firſt duly ſtamped) in the preſence of }

—N° 50.—

KNOW all Men by theſe Preſents, That we are held and firmly bound to our Sovereign Lord George the Third, by the Grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our ſaid Lord the King, His Heirs and Succeſſors; for which payment well and truly to be made, we bind ourſelves and each of us for the whole and in the whole, and the heirs, executors and adminiſtrators of each and every of us firmly by theſe Preſents.

Sealed with our Seals. Dated the in the year of the reign of our Sovereign Lord George the Third, and in the year of our Lord 18

Whereas the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War, have, by their Warrant bearing even date with the above written obligation, appointed the above-named to be their Agent at the Naval Hoſpital at for all

all ſuch Sick and Wounded Seamen or Marines as are or ſhall be ſent on ſhore from any of His Majeſty's Ships or Veſſels to the ſaid Hoſpital, for the due execution of which office he is to be allowed a ſalary of three hundred Pounds ſterling per annum, commencing on the date hereof, together with an allowance of Hoſpital rations from the time when he ſhall make his appearance at the ſaid Hoſpital.

Appendix to the Inſtructions to the Agents at the Foreign Hoſpitals.

Now the Condition of this Obligation is ſuch, that if the ſaid do and ſhall from time to time and at all times hereafter, during the time he ſhall continue in the ſaid office of Agent for the Naval Hoſpital at or ſhall act therein by virtue of the ſaid Warrant or Appointment, or otherwiſe howſoever, well, truly and faithfully perform, obſerve, execute and diſcharge the ſaid office or place of Agent, and the truſt and duty thereof, for the beſt benefit, profit and advantage of His Majeſty's Service, according to ſuch Orders and Inſtructions as now are or at any time hereafter ſhall be given to him the ſaid by the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War for the time being; and alſo if the ſaid his heirs, executors or adminiſtrators, ſhall and do from time to time, upon demand being made by the ſaid Commiſſioners, well and truly pay or cauſe to be paid into the hands of the Treaſurer of His Majeſty's Navy for the time being, for the uſe of His Majeſty, His Heirs or Succeſſors, the amount in money of all ſuch charges which may be made and inſerted in the Accounts of the ſaid as ſuch Agent, as ſhall be deemed improper to be allowed by the ſaid Commiſſioners, then the above Obligation ſhall be void, otherwiſe the ſame to be and remain in full force, virtue and effect.

Sealed and delivered,
(being firſt duly ſtamped)
in the preſence of

INSTRUCTIONS
To the DISPENSERS at the FOREIGN HOSPITALS.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—You are to be conſtant in your attendance at the Hoſpital, and if there ſhould be a houſe or apartments allotted to you therein you are to reſide there, in order that you may at all times be in readineſs to execute the duties of your office, from which you are not to abſent yourſelf without leave from the Surgeon of the Hoſpital, which leave is alſo to be approved of by the Commanding Officer of His Majeſty's Ships and Veſſels at the Port.

2.]—You are to have charge of all the Stores, Medicines, Drugs, Utenſils and Neceſſaries which may be furniſhed for the uſe of the Patients in the Hoſpital, excepting ſuch operative Surgical Inſtruments as may be directed to remain in the charge of the Surgeon; you are alſo to have charge of ſuch of the above articles as may be lodged at the Hoſpital for being ſupplied to His Majeſty's Ships and Veſſels; and upon entering on the duties of your office, you are to make application in writing through the Surgeon to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels at the place, for a Survey to be taken on the quantities, if any, of thoſe articles which you are to receive in charge, and you, as well as the Surveying Officers, are to take an Account thereof; and the quantities contained in the Report of Survey which is to be forthwith tranſmitted to us, will be conſidered as your firſt charge. You are to obſerve, that the articles intended for His Majeſty's Ships and Veſſels are to be kept ſeparate from the others, and that you are not to iſſue any of them for the uſe of the Hoſpital, nor any of thoſe intended for the Hoſpital to Ships, without directions from us or the Surgeon for that purpoſe. You are alſo to receive all ſuch further ſupplies of the above deſcription as may from time to time be ſent to the Hoſpital, and you are to be reſponſible for the care and preſervation of the whole, for the economical and faithful expenditure thereof, and for keeping ſuch Accounts of the ſame as are hereinafter particularly directed, agreeably to the ſeveral forms in the Appendix to theſe Inſtructions, or in ſuch other manner or form as may hereafter be required by us.

3.]—In order that the Surgeon may have a complete knowledge of the concerns of your Department, you are to communicate to him all orders and letters relative thereto which you may receive from us; and all communications of whatever nature which you may have to make to us, are to be delivered unſealed to him, that he may forward them with ſuch remarks as he ſhall judge neceſſary. Your periodical Accounts and Reports of every deſcription are alſo to be laid before him, with the neceſſary Receipts and Vouchers, for his examination and approval, previouſly to his tranſmitting them to us; and as he is to have acceſs to your public Accounts and Books whenever he ſhall think proper, you are to give him every information which he may require in explanation thereof.

4.]—As the Surgeon is directed to ſuperintend the duties of the Diſpenſary, and to inſpect all articles ſupplied for its uſe, you are to give timely notice when any are brought to the Hoſpital, and in conjunction with him carefully to examine the quality, and compare the quantities of all ſuch Stores with the Invoices or Bills of Parcels. If there ſhould be no objection to their being received, you are to enter an Account of them in a Book to be kept by you in the form annexed, and all entries in that Book are always to be ſigned by you and the Surgeon,

Appendix, N° 1.

Surgeon, in teſtimony of your having in conjunction inſpected the Stores. When Medicines or Neceſſaries ſhall upon ſuch inſpection be found not to correſpond with the Invoice or Bills of Parcels, or be of a quality unfit to be received, you are to make out an Account thereof, ſtating the deficiency or the cauſe of their unfitneſs, as the caſe may be; and ſuch Account is to be ſigned by you and the Surgeon, and to be tranſmitted to us, with your receipts for the ſupplies approved.

5.]—You are to iſſue medicines and neceſſaries for the uſe of each Patient agreeably to the Appendix, N° 2. preſcriptions of the Surgeon, which will be contained in a ticket in the annexed form; and with a view to prevent any of them from getting damaged by time or any other cauſe, you are to be careful that the old ſupplies are expended previouſly to your beginning to uſe any of thoſe which may have recently been received: you are alſo to iſſue ſuch ſupplies of ſponge, bandage, ſplints, truſſes, or other implements or materials as he may demand, by note under his hand, for the uſe of his Patients, and which may not be proper to be included in the preſcription ticket, obſerving, however, that without being demanded either by a preſcription or note as above ſpecified, no article whatever is to be iſſued from the Diſpenſary; and whenever the nature of the above articles will admit of their being of further uſe, after they ſhall be no longer wanted for the purpoſe for which they were demanded, you are, on their being returned to you, to be careful to re-charge yourſelf with them. You are to be very particular in cauſing all preſcriptions to be made up with the ſtricteſt care, and you are to ſee that the various medicines, drugs, utenſils, and neceſſaries entruſted to your care be examined at ſhort intervals, in order to prevent any part of them from getting damaged by damp, by vermin, or by any other cauſe; and as the Surgeon is inſtructed to inſpect occaſionally the Stores and Medicines in your charge, you are to give every explanation he may require as to the means which you may have uſed for preſerving them.

Appendix, N° 3. 6.]—You are to keep a Book in the form annexed, in which you are to inſert from the preſcription tickets or notes before-mentioned, as ſoon after their being received into the Diſpenſary as poſſible, the total quantities of calico, linen, lint, flannel, truſſes, &c. which ſhall have been on each day preſcribed or demanded by the Surgeon, and iſſued by you for the uſe of the Patients. At the end of each quarter you are to caſt up this Account, from which, and your Accounts of the receipts of the above articles, you are to make out an Appendix, N° 4. Abſtract thereof in the annexed form, and deliver the ſame to the Surgeon for being examined by him, and upon his approval thereof to be tranſmitted to this Office.

7.]—To prevent the dangerous conſequence of Patients receiving wrong medicines by miſtake, you are to be very careful that the covers of the preſcription tickets for each ward have conſtantly the number of the ward marked thereon in large figures, and every medicine-baſket a tally affixed thereto, expreſſing the number of the ward to which it belongs; that every Patient's medicine be ſeparately made up, and his name diſtinctly written in words at length thereon, and that the medicines put into each baſket be compared with the preſcription tickets by you or your Mate, whoſe initials ſhall be ſigned in a column on the inſide of the cover thereof, to ſhew that this eſſential inſpection has taken place.

8.]—You are to take care that the utmoſt economy be obſerved with reſpect to the expenditure of bottles, phials, gallipots, &c. and that on their being returned from the wards they be properly waſhed for further uſe, and you are to take all poſſible precaution, by adopting the moſt effectual check in your power on the Nurſes, to inſure their returning all articles of the above deſcription which they may carry to the wards, ſo ſoon as they ſhall be empty or no longer required for the Patients; and ſhould any of the Nurſes neglect their duty in this reſpect, you are to repreſent the ſame to the Surgeon and the Agent, ſtating the value of ſuch articles as you may have reaſon to believe they have not returned, in order that it may be deducted from the money due to the Contractor, by whom the Nurſes are employed, if on enquiry into their conduct it ſhall be judged proper; you are to direct that all broken bottles and phials of every deſcription be ſaved and delivered to the Agent, to be ſold with other unſerviceable Stores.

9.]—You are to enter in a Book to be kept for that purpoſe, all utenſils uſed in the Diſpenſary, as well as ſuch articles as may be furniſhed by the Agent for the uſe of the Diſpenſary, and a particular Account of the expenditure thereof, applying to the Surgeon as occaſion may require to ſurvey ſuch as may be conſidered unſerviceable, in order that, in caſe of their being condemned, others may be ſupplied in lieu, and you are to deliver all ſuch as may be condemned to the Agent for being ſold with other old Stores, taking his receipt for the ſame as your voucher for the expenditure thereof, on your Accounts being examined by the Surgeon.

10.]—When Invalids ſhall be embarked for England, you are to furniſh for them from the Diſpenſary ſuch dreſſings and neceſſaries as the Surgeon in writing ſhall require.

11.]—You are to iſſue medicines, drugs, neceſſaries and utenſils for the uſe of His Ma- Appendix, N° 5. jeſty's Ships and Veſſels, agreeably to the proportions ſpecified in the annexed Scale, or ſuch other proportions as may be directed by us to the Surgeons of the ſaid Ships and Veſſels, when they ſhall apply to you for thoſe articles to complete the Ships to the eſtabliſhed proportions of medicines, &c. on the production to you of a Report of Survey ſhewing the quantity of each article remaining on board. In caſes wherein Ships may be ſuddenly ordered to ſea, and the before-mentioned Survey cannot be taken, you are to complete the ſupplies of ſuch Ships on receiving demands ſpecifying the remains, ſigned by the Captains and Surgeons, Appendix, N° 6. You are to keep an Account in the annexed form, of the receipts, iſſues and remains of the aforeſaid medicines, &c. and at the end of every quarter to tranſmit to us a tranſcript thereof, accompanied by the Surgeon's receipts as vouchers for the iſſues therein mentioned; and whenever you ſhall be directed to ſend articles of any deſcription to Ships not in Port, you are to take a receipt for the ſame, expreſſing the names of the Ships for which they are intended,

intended, from the perſon into whoſe charge they may be given, to whom you are to furniſh a ſeparate liſt in the uſual form, of the Stores or Medicines ſent to each Ship for being delivered to the Surgeon thereof. Appendix, N° 6.

12.]—As it is directed that no Patient with a rupture only ſhall be received into the Hoſpital unleſs attended with ſymptoms of ſtrangulation, you are, when required ſo to do by a demand from the Surgeon, to ſupply ſuch ruptured man with a proper truſs, and to take his receipt on the foot of the demand for the ſame, which is to be atteſted by the Medical Officer who conducted him to the Hoſpital; you are to fill up in the Account before-mentioned the total number of truſſes iſſued under the above circumſtances, and as vouchers thereto tranſmit the ſeveral receipts of the parties as before ſpecified; but ſuch truſſes as may happen to be iſſued to any Patients in the Hoſpital, are to be accounted for in your quarterly Abſtract of the receipts and iſſues of the Hoſpital Stores and Neceſſaries.

13.]—You, together with your Hoſpital Mate, are at the end of every quarter, or oftener if we require it, to make Oath before a Magiſtrate in the annexed form, that you have not in the time therein mentioned diſpenſed, iſſued or uſed, or ſuffered to be diſpenſed, iſſued or uſed, any medicine, drug or neceſſary with which you have been entruſted, but according to the directions you had received for that purpoſe from the Surgeon, or for the uſe of His Majeſty's Ships, excepting ſuch medicines only as you may require for the uſe of your own family and ſervants when ſick, which Affidavit is to be tranſmitted to this Office. Appendix, N° 7.

14.]—You are to give timely notice to the Surgeon by a liſt under your hand, in alphabetical order in the form annexed, of the medicines, drugs and neceſſaries which ſhall from time to time be wanting, in order that he may examine it, and conſider the neceſſity of all or any part of ſuch ſupply, and on the liſt being adjuſted to his ſatisfaction he will ſign the ſame, and tranſmit it to us; but when from any unforeſeen cauſe there ſhall happen to be a want of any particular articles of medicines or neceſſaries, and the time will not admit of a demand being regularly tranſmitted to us, you are to give a notice thereof in writing to the Surgeon, in order that he and the Agent may purchaſe ſuch articles on the cheapeſt terms in their power, and you are with the Surgeon to atteſt the payment made for ſuch purchaſe; on theſe occaſions you are to make known to the Surgeon in writing the quantity of ſuch medicines, ſtores and neceſſaries of the ſpecies required which remain in your charge for the uſe of His Majeſty's Ships, &c. ſtating if, in your opinion, any of them are likely to receive injury from being longer kept, and ſhould he authorize you to appropriate any part thereof for the ſervice of the Hoſpital, you are to take for that purpoſe ſuch as may have been returned from Ships, or may have been longeſt in ſtore, ſending an Account thereof to us, ſigned by yourſelf and the Surgeon. Appendix, N° 8.

15.]—You are to demand from the Agent by note under your hand, approved by the Surgeon, ſufficient quantities of old linen, in order that you may iſſue the ſame for the uſe of the wards upon demands made of you for bandages, &c. or apply it to any other purpoſes for which it can be uſed with advantage, obſerving that you are never to iſſue new linen to be uſed on any occaſion where old linen will anſwer the ſame purpoſe.

16.]—You are to apply annually through the Surgeon to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels for a Survey to be taken by ſuch Officers as may be appointed for that purpoſe, on all the medicines, drugs, utenſils, ſtores and neceſſaries remaining in your charge, and you are to afford thoſe Officers all the aſſiſtance in your power in taking the ſame, and in making out the Report thereof in the form annexed, which, when ſigned by the Surveying Officers, is to be delivered by them to you for being tranſmitted to us. Appendix, N° 9.

17.]—Your Mate is to be conſtant in his attention to his duty, and never to be abſent without the Surgeon's permiſſion, which is not to be aſked but with your conſent, and when the ſervice will admit thereof; and you are to report to us through the Surgeon any neglect or impropriety which you may diſcover in his conduct.

18.]—You are to aſſiſt the Surgeon in the duty of receiving Patients, and alſo, when the buſineſs of the Diſpenſary will admit of it, in viſiting the phyſical or in dreſſing the ſurgical Patients, and in theſe ſervices you are to attend to the Regulations eſtabliſhed by the Surgeon; you are to obſerve that every man brought to the Hoſpital is to be examined by one of you, unleſs he ſhall arrive when you may both be viſiting the wards, in which caſe an Hoſpital Mate may be allowed to perform this duty; when this ſervice is to be executed by you, you are to be very attentive thereto, and to be always ready to examine, in the preſence of the Medical Officer who accompanies them, any men who may be brought to the Hoſpital. When any man ſhall have been ſent to the Hoſpital with a rupture on the days when you are employed on the receiving duty, you are to report the caſe to the Surgeon. You are to be very careful not to receive any men with ſuch other diſeaſes as cannot derive advantage from Hoſpital treatment, unleſs the Ships to which they belong ſhall be immediately going to ſea, or in caſes of inſanity, paralyſis, or epilepſy, under either of which circumſtances they are to be admitted, and you are forthwith to report them to the Surgeon, in order that they may be brought forward for examination at the firſt Survey. No Patients are to be received whoſe diſeaſes or hurts are ſuch as can obviouſly be cured by the Surgeon on board the Ship to which they belong. You are not finally to reject any man ſent for admiſſion, but if you conſider him not to be an object for the Hoſpital, you are to report the caſe to the Surgeon for his direction thereon.

19.]—As every Seaman or Marine ſent from His Majeſty's Ships for admiſſion into the Hoſpital is to bring with him a ticket, duly ſigned by the Captain or Commanding Officer and other ſigning Officers, you are to write your name on the back of the tickets of all ſuch men as you, in the abſence of the Surgeon, ſhall think fit objects to be received, as an authority

thority to the Agent for entering them on the Hoſpital Book, and you are to obſerve that all men ſent from Navy Tranſport Boys, belonging to the Victualling Department, and all Veſſels being the property of the Crown, as well as Priſoners of War, ſhould it be judged expedient to ſend them to the Naval Hoſpital, are to be received and treated in all reſpects the ſame as thoſe ſent from His Majeſty's Ships.

20.]—The Surgeons of His Majeſty's Ships being directed by their Inſtructions to tranſmit with every Patient ſent to the Hoſpital a correct ſtatement of his caſe in writing; whenever this ſhall have been omitted, or it ſhall appear to you that a Patient has been neglected or injudiciouſly treated by the Surgeon of the Ship from which he was received, you are to ſtate the circumſtances to the Surgeon of the Hoſpital.

21.]—Every Patient received into the Hoſpital is to be waſhed in the bathing-tub with warm water and ſoap before he be put to bed, unleſs you ſhall deem it improper, in ſuch caſe he may be gently waſhed by the Nurſe with a cloth dipped in warm water with ſoap, ſhould his caſe admit of it; and this proceſs of bathing and waſhing Patients is invariably to take place in the preſence and under the ſuperintendence of the Surgeon, yourſelf, or an Hoſpital Mate, in order that ſuch relief as the Patient ſhall happen to require may be immediately adminiſtered.

22.]—Every Patient received with an infectious diſeaſe is to leave all his clothes in the bed-houſe, and be furniſhed with the dreſs of the Hoſpital; other Patients are not to be furniſhed with the Hoſpital dreſs, unleſs from the ſtate of their own clothing it ſhall be deemed proper, but they are to take into the wards ſuch a quantity of their own clothes as may be fixed by you. The Agent is to be informed of ſuch Patients as are received with infectious diſeaſes, in order that he may carefully attend to the eſtabliſhed Regulations for purifying their clothing, bedding, &c.

23.]—You are to confine the practice of your profeſſion ſtrictly and excluſively to your public duty in the Hoſpital, and you are on no account to viſit, attend, or preſcribe for any Patient in or out of the Hoſpital, except for yourſelf and family, if you ſhould be diſpoſed ſo to do, unleſs in caſes of ſudden or accidental emergency; nor are you to keep, or be in any way concerned in keeping, a ſhop for the ſale of medicines, drugs, and other articles.

24.]—You are not, either directly or indirectly, to have any intereſt or concern whatever in any proviſions, ſtores, medicines, drugs or neceſſaries of any kind which may be purchaſed for the ſervice of Government, or in the purchaſe of any Stores or other articles or effects whether belonging to Government; or the Patients who may have been in the Hoſpital, which may be ſold by Government, nor are you, by any ways or means whatever, to be intereſted or to make any advantage of the medicines, drugs, neceſſaries or ſtores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any other perſon for you, to demand or receive, under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity or reward, from any Contractor, Tradeſman or other perſon having any connection, either as a Principal or an Agent, with any part of your public duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any fee, gratuity or reward whatever, for the nomination or appointment of any Hoſpital Mate, Clerk or other perſon to be employed in any capacity whatever in the Hoſpital; to this effect you are to take an Oath in the preſcribed form, and give Bond in three times the amount of your Salary; and, in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever.

Appendix, N° 10.
Appendix, N° 11.

25.]—The foregoing Inſtructions define your general duty ſo far as is conſidered neceſſary; for, in the concerns of your office, circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey with the utmoſt attention every order which may be given to you by the Surgeon, taking care that the Hoſpital Mate and all other perſons employed under you do ſtrictly perform the duties aſſigned them, and that they be on no account employed in any buſineſs not appertaining to the public Service, in order that the beſt economy may be obſerved on all occaſions, and that every means in your power may be adopted to prevent the embezzlement of public property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted.

You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the Regulations which now are or may hereafter be eſtabliſhed for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital, reporting to the Surgeon every inſtance of miſconduct or irregularity which you may diſcover in any perſons employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your duty, in the execution of which it is expected that you ſet a good example, by conſtantly ſhewing an intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as you may from time to time in future receive; and, in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the public Service to the utmoſt of your power.

APPENDIX

TO THE INSTRUCTIONS TO THE DISPENSERS AT THE FOREIGN HOSPITALS.

—N° 1.—

Royal Hoſpital at } AN ACCOUNT of the Receipts of Medicines, Drugs and Neceſſaries at the Diſpenſary, for the uſe of the ſaid Hoſpital.

Time when received.	From whom.	Species of Medicines, Drugs and Neceſſaries.	Quantity.	Signing Column for the Phyſician and Diſpenſer, or Surgeon and Diſpenſer, in teſtimony of their approbation of the Articles by them reſpectively received.

—N° 2.—

FORM of a PRESCRIPTION TICKET.

Number of the Ward.	Time of Entry.	Ships Name.	Perſons Name.	Quality.

DATE.	Diſorder, ſhewing the Symptoms at length	Medicines preſcribed.	Diet.	NECESSARIES PRESCRIBED.																						
				Wine.		Porter.	Sugar.		Rice.		Sago.		Arrow Root.		Cinnamon.		Cloves.	Mace.	Nutmeg.	Cocoa.	Oranges.	Honey.					
				Red.	White.		Lump.	Muſcovado.																			
				Pints.	Pints.	Pints.	oz.	dr.	oz.	dr.	oz.	dr.	oz.	dr.	oz.	dr.	oz.	dr.							lb.	oz.		

Appendix to the Inſtructions to the Dispenſers at the Foreign Hoſpitals.

Royal Hoſpital at } AN ACCOUNT of Total Quantities of WI

	Wine.				Porter.		Sugar.						Rice.		Sago.				Arrow Root.		Cinnamon.	
	Red.		White.				Lump.				Muſcovado.											
	Gallons.	Pints.	Gallons.	Pints.	Gallons.	Pints.	Cwt.	qrs.	lb	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	oz.	dr.

—N

Royal Hoſpital at } AN ACCOUNT of the Receipts, Iſſues, and Remains of WINE, PORTE

	Wine.				Porter.		Sugar.						Rice.		Sago.				Arrow Root.		Cinnamon.		Cloves.	
	Red.		White.				Lump.				Muſcovado.													
	Gallons.	White.	Gallons.	Pints.	Gallons.	Pints.	Cwt.	qrs.	lbs.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	Cwt.	qrs.	lb.	oz.	oz.	oz.	oz.	dr.	oz.	
Remains on the } - - -																								
Received ſince - - - - - -																								
TOTAL - - -																								
Iſſued and Expended - - -																								
Remains at this date - - -																								

I hereby certify, That I have examined the above Account, and found the expenditur
and do therefor

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

3.—

PORTER, and other NECESSARIES, daily iſſued from the Diſpenſary.

Mace.		Nutmeg.		Cocoa.	Oranges.	Honey.			Treacle.			Bees Wax.		Lemon Juice.	Pearl Barley.		Splints.	Sponge.	Calico.	Linen.	Lint.	Flannel.	Truſſes.			Old Linen, &c.
oz.	dr.	oz.	dr.	lb.	oz.	Cwt.	qrs.	lb.	oz.	Cwt.	qrs.	lb.	oz.	Gallons.	Pints.	lb.	oz.	N°	lb.	Yards.	Yards.	lb.	Yards.	Right.	Left.	Double.	lb.
					N°																			N°	N°	N°	

4.—

and other Neceſſaries in charge of the Diſpenſer, between the and 18 inclusive.

Mace.		Nutmeg.		Cocoa.	Oranges.	Honey.			Treacle.			Bees Wax.		Lemon Juice.	Pearl Barley.		Splints.	Sponge.	Calico.	Linen.	Lint.	Flannel.	Truſſes.			Old Linen, &c.
oz.	dr	oz.	dr.	lb.	oz.	Cwt.	qrs.	lb.	oz.	Cwt.	qrs.	lb.	oz.	Gallons.	Pints.	lb.	oz.	N°	lb.	Yards.	Yards.	lb.	Yards.	Right.	Left.	Double.	lb.
					N°																			N°	N°	N°	

of the ſame to correſpond with the ſeveral Vouchers authorizing the iſſue thereof, approve the ſame.

Surgeon.

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

—N° 5.—

PROPORTIONS in which MEDICINES, UTENSILS, and FUMIGATING ARTICLES are to be ſupplied to His Majeſty's Ships and Veſſels.

Names of Medicines.	Firſt Rate.			Second Rate.			Third Rate.			Fourth Rate.			Fifth Rate.			Sixth Rate.			Sloops.			Cutters, &c.		
	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.
Acid Nitros dilut	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Vitriol dilut	2	0	0	10	8	0	9	0	0	4	8	0	3	12	0	2	4	0	1	8	0	0	12	0
Adip Suella	12	0	0	10	8	0	9	0	0	4	8	0	3	12	0	2	4	0	1	8	0	0	12	0
Ammonia præp	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Antimon Tart	0	4	0	0	3	4	0	3	0	0	1	4	0	1	2	0	0	0	0	0	4	0	0	2
pulv	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
Ag Ammon pur	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
Lithage acet	6	0	0	5	4	0	4	8	0	2	4	0	1	14	0	1	2	0	0	12	0	0	6	0
Argent Nitrat	0	2	0	0	1	6	0	1	4	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1
Calomel	2	0	0	1	12	0	1	8	0	0	12	0	0	10	0	0	6	0	0	4	0	0	2	0
Camphor	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
Cera flav	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Cerat Lap Calam	8	0	0	7	0	0	6	0	0	3	0	0	2	8	0	1	8	0	1	0	0	0	8	0
Ceruſſa acet	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
Cinchon pulv	32	0	0	28	0	0	24	0	0	12	0	0	10	0	0	6	0	0	4	0	0	2	0	0
Confect Aromat	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Opiata	1	8	0	1	5	0	1	2	0	0	9	0	0	7	4	0	4	4	0	3	0	0	1	4
Crem. Tart	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Creta p. p.	2	0	0	1	12	0	1	8	0	0	12	0	0	10	0	0	6	0	0	4	0	0	2	0
Cumprum Vitriol	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Digital pur pulv	0	4	0	0	3	4	0	3	0	0	1	4	0	1	2	0	0	0	0	0	4	0	0	2
Emplaſt Cantharid	12	0	0	10	8	0	9	0	0	4	8	0	3	12	0	2	4	0	1	8	0	0	12	0
Cera C.	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Litharg	8	0	0	7	0	0	6	0	0	3	0	0	2	8	0	1	8	0	1	0	0	0	8	0
C. Reſin	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Extract Colocynth C. Aloe	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Flor. Chamœmel	6	0	0	5	4	0	4	8	0	2	4	0	1	14	0	1	2	0	0	12	0	0	6	0
Sulph	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
viv	8	0	0	7	0	0	6	0	0	3	0	0	2	8	0	1	8	0	1	0	0	0	8	0
Gum Ammon Gutt	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Arab	3	0	0	2	10	0	2	4	0	1	2	0	0	15	0	0	9	0	0	6	0	0	3	0
Guaiac	0	12	0	0	10	4	0	9	0	0	4	4	0	3	6	0	2	2	0	1	4	0	0	6
Hydr. Nitr. rub.	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Muriat	0	2	0	0	1	6	0	1	4	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1
Jalap pulv	3	0	0	2	10	0	2	4	0	1	2	0	0	15	0	0	9	0	0	6	0	0	3	0
Ipecac pulv	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
com	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Kali p. p.	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Lig. vol. C. C.	3	0	0	2	10	0	2	4	0	1	2	0	0	15	0	0	9	0	0	6	0	0	3	0
Magnes alb.	3	0	0	2	10	0	2	4	0	1	2	0	0	15	0	0	9	0	0	6	0	0	3	0
Vitriol	90	0	0	84	0	0	72	0	0	36	0	0	30	0	0	18	0	0	12	0	0	6	0	0
Natron Vitriol	48	0	0	42	0	0	36	0	0	18	0	0	15	0	0	9	0	0	6	0	0	3	0	0
Nitr. Purif	6	0	0	5	4	0	4	8	0	2	4	0	1	14	0	1	2	0	0	12	0	0	6	0
Ol. Lini	6	0	0	5	4	0	4	8	0	2	4	0	1	11	0	1	2	0	0	12	0	0	6	0
Menth pip	0	3	0	0	2	3	0	2	2	0	1	1	0	0	7½	0	0	4½	0	0	3	0	0	1½
Olivar	8	0	0	7	0	0	6	0	0	3	0	0	2	8	0	1	8	0	1	0	0	0	8	0
Ricini	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Terebinth	2	0	0	1	12	0	1	8	0	0	12	0	0	10	0	0	6	0	0	4	0	0	2	0
Opium Purif.	1	8	0	1	5	0	1	2	0	0	9	0	0	7	4	0	4	4	0	3	0	0	1	4
Pil Hydrarg	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0

N° 5.—Proportions in which Medicines, &c. are to be supplied to His Majesty's Ships and Vessels—*continued.*

Appendix to the Instructions to the Dispensers at the Foreign Hospitals.

Names of Medicines, &c.	First Rate.			Second Rate.			Third Rate.			Fourth Rate.			Fifth Rate.			Sixth Rate.			Sloops.			Cutters, &c.		
	lb.	oz.	dr.	lb.	oz.	dr	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr	lb.	oz.	dr.	lb.	oz.	dr.
Ras Quassia	1	8	0	1	5	0	1	2	0	0	9	0	0	7	4	0	4	4	0	3	0	0	1	4
Rhab pulv	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
Sal Vol C. C.	0	6	0	0	5	2	0	4	4	0	2	2	0	1	7	0	1	1	0	0	6	0	0	3
Semi Lini	12	0	0	10	8	0	9	0	0	4	8	0	3	12	0	2	4	0	1	8	0	0	12	0
Senna	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Spermaceti	3	0	0	2	10	0	2	4	0	1	2	0	0	15	0	0	9	0	0	6	0	0	3	0
Sp. Æther Nitros	0	12	0	0	10	4	0	9	0	0	4	4	0	3	6	0	2	2	0	1	4	0	0	6
Lavend Comp	1	8	0	1	5	0	1	2	0	0	9	0	0	7	4	0	4	4	0	3	0	0	1	4
Vin. Rect.	4	0	0	3	8	0	3	0	0	1	8	0	1	4	0	0	12	0	0	8	0	0	4	0
Tinct. Digital	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
Ferri Muriat	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Opii	0	12	0	0	10	4	0	9	0	0	4	4	0	3	6	0	2	2	0	1	4	0	0	6
Rhæi	2	0	0	1	12	0	1	8	0	0	12	0	0	10	0	0	6	0	0	4	0	0	2	0
Scillæ	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Ung. Ceræ	24	0	0	21	0	0	18	0	0	9	0	0	7	8	0	4	8	0	3	0	0	1	8	0
Hydr. fort	16	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0	0
Nitrat	1	0	0	0	14	0	0	12	0	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0
Resin flav.	16	0	0	14	0	0	0	12	0	6	0	0	5	0	0	3	0	0	2	0	0	1	0	0
Vin. Antimon	0	12	0	0	10	4	0	9	0	0	4	4	0	3	6	0	2	2	0	1	4	0	0	6
Zinc. Vitriol	0	8	0	0	7	0	0	6	0	0	3	0	0	2	4	0	1	4	0	1	0	0	0	4
Zinziber pulv	2	0	0	1	12	0	1	8	0	0	12	0	0	10	0	0	6	0	0	4	0	0	2	0
Bolus Knives N°		2			2			2			2			2			2			2			2	
Tiles —		2			2			2			2			2			2			2			2	
Bottles, ½ pint —		66			60			54			36			30			18			12			6	
Phials 2 ounce —		66			60			54			36			30			18			12			6	
Phials 1 ounce —		66			60			54			36			30			18			12			6	
Corks ½ pint grofs		4½			4			3½			3			2½			1½			1			½	
Corks Phial —		9			8			7			6			5			3			2				
Gallipots in forts N°		66			60			54			36			30			18			12			6	
Pewter Measures —		2			2			2			2			2			2			2			2	
Mortars and Pestles (marble)		1			1			1			1			1			1			1			1	
D° D° (metal)		1			1			1			1			1			1			1			1	
D° D° (wedgewood)		1			1			1			1			1			1			1			1	
Scales and Weights sets		1			1			1			1			1			1			1			1	
Spatula Pot N°		1			1			1			1			1			1			1			1	
Spatula Plaister —		1			1			1			1			1			1			1			1	
Funnels —		2			2			2			2			2			2			2			2	
Sponge oz.		10			10			9			6			5			4			3			2	
Fine Tow lbs.		16			14			12			6			5			3			2			1	
FUMIGATING ARTICLES at the option of the Surgeon.																								
Vitriolic acid lbs.		40			35			25			20			15			10			10			5	
Nitre purif —		40			35			25			20			15			10			10			5	

N. B. *This Scale is calculated agreeably to the practice of the Apothecaries Company, viz.*
8 drams to the ounce.
16 ounces to the pound.

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

— N°

Royal Hoſpital at
of
the
1800

AN ACCOUNT of MEDICINES, UTENSILS, and other STORES and Veſſels, between and
Iſſued, and the Quantities remaining in Store at each of the

	Acid. Nitros. dilut.			Acid. Vitriol. dilut.			Adip. Suillæ.			Ammonia præp.			Antimon. tart.			Antimon. pulv.			Aq. Ammon. pur.			Argent Nitrat.			Calomel.		
	lb.	oz.	dr.	lb	oz.	dr.	lb.	oz.	dr.	lb	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	oz.	dr.	gr.	oz.	dr.	gr.
Received from — Remained in Store per laſt Account																											
Apothecaries Hall																											
Agent																											
Diſpenſary, being Hoſpital Stores																											
Mr. Surgeon of H. M. S.																											
Mr. D° D°																											
Total Charge at this Date																											
Iſſued to — Mr. Surgeon of H. M. S.																											
Mr. D° D°																											
Repaid the Diſpenſary of Hoſpital Stores borrowed																											
Total Quantities iſſued ſince laſt Account																											
Remains now in Store																											

6.—

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

Received and Iſſued by Diſpenſer, for the uſe of His Majeſty's Ships 180 ; ſhewing whence they have been Received, to whom they have been before-mentioned Periods.

	Camphor.		Cera flav.		Cerat Lap. Calam.		Ceruſſa acet.		Cinchon. pulv.		Confect Aromat.		Confect Opiata.		Crem. tart.		Creta p. p.		Cuprum Vitriol.		Digital. pur. pulv.		Emplaſt. Cantharid.		Emplaſt. Cera C.		Emplaſt. Litharg.	
	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

AN ACCOUNT of MEDICINES, &c. Received and Iſſued by Diſpenſer,

[*continued from* pp. 94 & 95.]

	Emplaſt. Litharg. C. Reſin.			Extract. Colocynth C. Aloe.			Flor. Chammæmel.			Flor. Sulph.			Flor. Sulph. viv.			Gum Ammon. Gutt.			Gum Arab.			Gum Guaiac.			Hydr. Nitr. Rub.			Hydr. Muriat.		
	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.	lb.	oz.	dr.
Remained in Store per laſt Account																														
Received from: Apothecaries Hall																														
Agent																														
Diſpenſary, being Hoſpital Stores																														
Mr. Surgeon of H. M. S.																														
Mr. Dº Dº																														
Total Charge at this Date																														
Iſſued to: Mr. Surgeon of H. M. S.																														
Mr. Dº Dº																														
Repaid the Diſpenſary of Hoſpital Stores borrowed																														
Total Quantities iſſued ſince laſt Account																														
Remains now in Store																														

for the Uſe of His Majeſty's Ships and Veſſels—*continued.*

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

	Jalap Pulv.	Ipecac. Pulv.	Ipecac. Pulv. Com.	Kali. pp.	Liq. Vol. C. C.	Magnes. Alb.	Magnes. Vitriol.	Natron. Vitriol.	Nitr. Penef.	Ol. Lini.	Ol. Menth. Pip.	Ol. Olivar.	Ol. Ricini.	Ol. Terebinth.
	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.	lb. oz. dr.

continued.

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

AN ACCOUNT of MEDICINES, &c. Iſſued by Diſpenſer,

[continued from pp. 96 & 97.]

	Opium purif.	Pil. Hydrarg.	Ras. Quaſſia.	Rhab. Pulv.	Sal. Vol. C. C.	Sem. Lini.	Semina.	Spermaceti.	Sp. Æther Nitros.	Sp. Lavend. Comp.
	oz.	oz.	oz.	oz.	oz.	lb.	oz.	oz.	oz.	oz.
Received from. Remained in Store per laſt Account										
Received from. Apothecaries Hall										
Received from. Agent										
Received from. Diſpenſary, being Hoſpital Stores										
Received from. Mr. Surgeon of H. M. S.										
Received from. Mr. D° D°										
Total Charge at this Date										
Iſſued to Mr. Surgeon of H. M. S.										
Iſſued to Mr. D° D°										
Iſſued to Repaid the Diſpenſary of Hoſpital Stores borrowed										
Total Quantities iſſued ſince laſt Account										
Remains now in Store										

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

for the Uſe of His Majeſty's Ships and Veſſels—*continued.*

	Sp. Vin. rect.	Tinct. Digital.	Tinct. Ferri Muriat.	Tinct. Opii.	Tinct. Rhæi.	Tinct. Scillæ.	Ung. Ceræ.	Ung. Hydr. fort.	Ung. Nitrat.	Ung. Reſin flav.	Vin. Antimon.	Zinc Vitriol.	Zinziber pulv.	Rhubarb lives.
	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	No
	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.	oz.				
	dr.	dr.	dr.	dr.	dr.	dr.	dr.	dr.	dr.	dr.				
	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.	lb.

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

AN ACCOUNT of Medicines, &c. Received and Iſſued by Diſpenſer—*continued.*

[*continued from* pp. 98 & 99.]

		Bottles (half pint.)	Phials (two ounce.)	Phials (one ounce.)	Corks (half tint.)	D° (phial.)	Gallypots in forts.	Pewter Meaſures.	Mortars & Peſtles (Marble.)	Mortars & Peſtles (Metal.)	Mortars & Peſtles (Wedgewoods.)	Scales and Weights.	Spatula Pot.	Spatula Pluiſter.	Funnels.		Fine Tow.	Vitriolic Acid.	
		N°	N°	N°	N°	Groſs.	Groſs.	N°	N°	N°	N°	N°	Sets.	N°	N°	N°	oz.	lb.	oz.
Received from	Remained in Store per laſt Account																		
	Apothecaries Hall																		
	Agent																		
	Diſpenſary, being Hoſpital Stores																		
	Mr. Surgeon of H. M. S.																		
	Mr. D° D°																		
	Total Charge at this Date																		
Iſſued to	Mr. Surgeon of H. M. S.																		
	Mr. D° D°																		
	Repaid the Diſpenſary of Hoſpital Stores borrowed																		
	Total Quantities iſſued ſince laſt Account																		
	Remains now in Store																		

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

—N° 7.—

THIS Deponent Diſpenſer of Medicines at the Royal Hoſpital at maketh Oath and ſaith, That he hath not between the of and diſpenſed, uſed, or iſſued any medicines, drugs, neceſſaries, or ſtores of any kind which had been entruſted to his care, except for the uſe of the Patients in the ſaid Hoſpital, and according to the preſcriptions and directions to the Surgeons thereof, or for the uſe of His Majeſty's Ships and Veſſels; and this Deponent further maketh Oath, and ſaith, That he has compounded every article for the ſervice of the Hoſpital with the ſtricteſt care and frugality, and that the whole of the medicines, drugs, and other ſtores that have been diſpenſed or iſſued by him within the time aforeſaid, have been faithfully expended and iſſued for the ſole uſe and benefit of the public Service, and that he neither has nor has any perſon for him, directly or indirectly, in any manner or ſhape whatever, received, expects to receive, or will receive any advantage or profit from the medicines or ſtores committed to his care.

—N° 8.—

the of 18

DEMAND for wanting
for the Service of

ARTICLES.	Laſt Supply.		Remains in Store.	Preſent Demand.	Preſent Price if procurable on the Spot.
	When received.	Quantity.			

—N° 9.—

Royal Hoſpital at } REPORT of a SURVEY taken on the day of on the Medicines, Drugs, Utenſils, Stores, and Neceſſaries remaining in the Charge of Mr. Diſpenſer.

Species of Medicines, Drugs, &c.	Proviſions.			REMARKS.
	Serviceable.	Unſerviceable.		
	Quantity.	Quantity.	Cauſe.	

Appendix to the Inſtructions to the Diſpenſers at the Foreign Hoſpitals.

—N° 10.—

FORM of an OATH to be taken and ſubſcribed by all Officers and Clerks employed at the Royal Hoſpitals.

I do ſincerely promiſe and ſwear, That I will be faithful and true allegiance bear to His Majeſty King George the Third; and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at the Hoſpital at and will ſtrictly and faithfully comply with all ſuch Inſtructions and Orders as ſhall, from time to time, be given to me by the Commiſſioners for conducting the Tranſport Service; for taking care of Sick and Wounded Seamen; and for the care and cuſtody of Priſoners of War, or by any Officer ſuperior to me at the Hoſpital; and that I will not, either directly or indirectly, take or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of over and beyond the Salary, and ſuch allowances as may, from time to time, be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners, or have, either directly or indirectly, any intereſt or concern in or act as Broker or Agent for any Medicines or Stores furniſhed or provided for the ſaid Hoſpital or His Majeſty's Navy, or in the purchaſe of any Medicines or Stores which ſhall be ſold by Government, or by the order of Government; and that I will not* demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward,† for the nomination, appointment, entry or advancement, or for interference in the nomination, appointment, entry or advancement, of any Officer, Clerk, Nurſe, Waſherwoman, Labourer or other Perſon appointed or entered in any department of the Hoſpital at

So help me God.

—N° 11.—

FORM of a BOND to be given by all Officers and Clerks employed at the Royal Hoſpitals.

KNOW all Men by theſe Preſents, That I at the Royal Hoſpital at am held and firmly bound unto our Sovereign Lord George the Third, by the Grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our ſaid Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made I bind myſelf, *my heirs, executors and adminiſtrators*,* firmly by theſe Preſents, ſealed with my ſeal. Dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 18

* In the Bond to be granted by the Agents and Stewards Clerks only.

The Condition of this Obligation is ſuch, That if the above bounden do and ſhall faithfully, honeſtly and diligently, and to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of of the ſaid Hoſpital, to which he has been appointed, and ſhall ſtrictly and faithfully comply with all ſuch Inſtructions and Orders as ſhall, from time to time, be given to him by the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking care of Sick and Wounded Seamen; and for the care and cuſtody of Priſoners of War, or by any Officers ſuperior to him at the ſaid Hoſpital, and ſhall not, either directly or indirectly, accept, take or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, or receive any emolument whatever in reſpect of his ſaid office of over and beyond the Salary, and ſuch allowances as may, from time to time, be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners; and ſhall not, either directly or indirectly, be in any ways intereſted or concerned in any Proviſions or Stores, Medicines or Neceſſaries furniſhed or provided for the Service of Government; or in the purchaſe of any Articles or Effects which ſhall be ſold by Government, or by the order of Government, at the Hoſpital; nor * demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward,† for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered in any department of the Hoſpital, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered, (being firſt duly ſtamped) in the preſence of }

* In the Oath granted by the Medical Men, is to be added here, "at any time or place, for the practice of my profeſſion out of the Hoſpital."——† And here the word "or."

* In the Bond to be granted by the Medical Men is to be inſerted here, "at any time or place, for the practice of his profeſſion out of the Hoſpital."——† And here is to be inſerted the word "or."

INSTRUCTIONS
FOR AGENTS FOR PRISONERS OF WAR AT HOME.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—You are to receive into your cuſtody all ſuch Priſoners of War, whether taken at ſea or on land, as ſhall be ſent to you by the Commanders of any of His Majeſty's Ships or Veſſels, or by any other of His Majeſty's ſubjects; and you are immediately, after the receipt of any Priſoners, to cauſe their names, qualities, &c. together with accurate deſcriptions of their perſons, to be entered in a general Entry Book, which is to be regularly kept by you according to the annexed form. The *original number* of each Priſoner in this book is to ſtand invariably againſt his name, during the time he may remain in your cuſtody. When Priſoners taken in *recaptured* Veſſels ſhall have been received, you are to inſert the names not only of the *recaptured* but alſo of the *capturing* Veſſels. If Priſoners under your care ſhould be confined in more than one Priſon Ship, you are to cauſe an Entry Book to be kept on board of each, containing the names, &c. of the Priſoners confined on board of them reſpectively, and referring to the general Entry Book by the number prefixed to each name. Appendix, N° 1.

2.]—Whenever Priſoners ſhall have been received into your cuſtody, you are to tranſmit to this Office by the firſt poſt, a correct liſt of them in the annexed form, together with the original liſt or liſts which may accompany them from the Ship or Ships from which they may be ſent to you; and if any Priſoners ſhould be ſent to you without ſuch accompanying liſt, you are to tranſmit with your receiving liſt to this Office a note, ſigned by the Officer or other perſon who ſhall have delivered them to you, ſtating to and for what day they were victualled, previous to their delivery. In every ſuch liſt you are to note the number of carriage guns *actually mounted* on board each Ship of War or Privateer *when captured*, and the tonnage of each Merchant Veſſel to which the Priſoners ſhall have belonged. Appendix, N° 2.

3.]—In order to prevent impoſition with reſpect to the ranks of Priſoners, you are to apply to the Captors of Prizes or Actuary at the Port for a peruſal of each Veſſel's *role d'equipage*, which uſually ſtates the quality of every perſon on board, and is ſigned by the Commiſſary of Marine at the Port to which the Veſſel belongs, and you are to tranſmit to us immediately by poſt an extract of each *role* made out according to the annexed form; but if you cannot poſſibly have recourſe to the *role d'equipage*, you are to ſtate to us without delay the cauſe thereof, and to procure the beſt information in your power from the Captains or other ſuperior Officers among the Priſoners, with due caution as to its truth, tranſmitting to us a liſt of the Etat Major, ſigned by the Captain or ſenior Officer, and the Agent comptable of each Ship. Appendix, N° 3.

4.]—When you ſhall have fully and ſatisfactorily aſcertained that any of the Priſoners delivered into your cuſtody are of either of the ranks mentioned in the annexed liſt, you are without delay to ſend all Priſoners of thoſe ranks on parole to ſuch place or places as may be appointed for the reſidence of ſuch perſons, according to the directions which you ſhall from time to time receive from us; and you are to cauſe each of them to ſign a parole engagement according to the annexed form, which you are to explain fully to them. You are alſo for their protection, in their way to, and during the time they may remain at the place appointed for their reſidence on parole, to furniſh them with paſſports and certificates ſigned by us, which will be forwarded to you for that purpoſe; but before any ſuch Priſoners leave the priſon, you are to tranſmit a liſt of their names, rank, &c. to the Commanding Officer of the Military Diſtrict in which you reſide, and alſo to the Commanding Officer of the Diſtrict, if a different one, in which the place of parole may be ſituated; and you are at the ſame time to inform ſuch Commanding Officer or Officers of the time propoſed for the Priſoners leaving the priſon, and of the name of the place to which they are to proceed; and whenever Priſoners ſhall be ſent to a place of parole, you are to forward by poſt a liſt of their names, &c. according to the form in the Appendix, to the Agent for Priſoners at ſuch place of parole, informing him at the ſame time when the Priſoners ſhall have left the priſon, the number of days allowed in their paſſports, and to and for what day they were victualled; and you are to be careful to apprize the Priſoners that ſuch information will be given, and that if they make any unneceſſary delay in going to the place appointed, they will be conſidered as having forfeited their title to the indulgence of parole; you are alſo to apprize them, that if they break their parole, a liſt of their names will be ſent to their reſpective countries; and if they ſhould be retaken, they will be ſent to the common priſon and loſe their turn of exchange. The parole engagements ſigned by the Priſoners, having their perſons fully deſcribed on the back, are to be tranſmitted to this Office without delay. You are not on any account whatever to leave the admiſſion of Priſoners on parole to the management of any Clerk or other perſon; nor are you, without our particular direction, to admit to parole any Priſoner who is not actually and *bonâ fide* of either of the ranks ſpecified in N° 4. of the Appendix, nor if you entertain the leaſt doubt or ſuſpicion of his being ſo. Appendix, N° 4. Appendix, N° 5. Appendix, N° 6.

5.]—If any women, or girls or boys under twelve years of age, ſhould accompany the Priſoners at any time delivered into your cuſtody, you are by the firſt poſt to tranſmit a liſt of them, in order that we may give ſuch directions as we may judge proper for their diſpoſal; and in the mean time you are not to receive any women or girls into your cuſtody if you can poſſibly avoid it, as ſuch perſons are not meant to be treated as Priſoners of War; but if they have

have no other means of subsistence, they are to be victualled by you: you are also to transmit to us a list of such subjects of neutral States, not taken in arms, as may from time to time be delivered into your custody, stating the particulars of their cases, and waiting our directions respecting them.

6.]—The Prisoners are to be mustered regularly by *name* twice in every week, in your presence, and also to be mustered or counted over daily at the time of locking up the Prisons and Hospitals by the Clerks or Turnkeys, who are to deliver into your Office, every evening, their Reports of the numbers in writing. The numbers in those Reports are constantly to be compared with the numbers of the preceding day; and if after allowing for the alterations which shall have taken place by receipts, discharges, or otherwise, those numbers be found correct, you are immediately to cause them to be entered in a Book, which is to be kept for that purpose, in the forms inserted in the Appendix. If Prison Ships or Prison Hospital Ships should be occupied, you are to keep one of these Books for each Ship. You will observe, that the names of the Clerks or Turnkeys who muster the Prisoners, and the number mustered by each, are to be entered in the second and third columns of this Book, and that the total number in custody, including those in the Hospital, is to be entered in the fourth column, which with the fifth, sixth, and seventh columns, is to contain an exact state of the Prisons and Hospitals on the *morning* of each day, taken from the muster of the preceding evening; and the remaining columns are to contain the several alterations which may take place in the course of that day. The Prisoners are likewise to be carefully mustered by name, whenever you have reason to suspect that any of them have escaped, for the purpose of ascertaining the number and names of those who may have disappeared.

Appendix, N° 7 & 8.

7.]—You are to transmit weekly by post, so as to arrive at this Office regularly every Monday, an Account or Accounts, signed by yourself and the Surgeon, in the annexed forms, which you are to observe is or are to be nearly a transcript of the entries of each week in the Book or Books directed to be kept in the preceding article. Each of these Accounts is to contain the daily *morning numbers* and *alterations* for seven days, and also the morning number on the day to which the Account is made up, and with which the succeeding Account is to begin. You are, by the same post, to transmit the original *daily reports* of the turnkeys for the week. You are also to transmit lists of the Names, Ships and Numbers on the general Entry Book, of any Prisoners who may have escaped or been retaken in the course of the week, if such lists should not have been before transmitted, together with a list made out in the form in the Appendix, of those who may have died within the same period.

Appendix, N°s 9, 10 & 11.

Appendix, N° 12.

8.]—The daily rations of provisions for Prisoners in health, are to be as stated in the Appendix. Notes, regulated according to the number of Prisoners in health actually in custody, are to be given to the Contractor or his Agent every evening, stating the quantity of each article of provisions which he may be required to deliver on the following day, including, over and above the exact ration, an allowance of 5 lb. per cwt. on the gross quantity of beef, and 2 lb. per cwt. on the gross quantity of bread, on account of the loss or waste which must necessarily arise from the division of those articles into single rations. More of the several articles are not to be demanded than may be sufficient for each respective day.

Appendix, N°s 13 & 14.

You will be furnished with copies of all Contracts for supplying the Prisoners with provisions. And you are to consider the careful and strict examination every morning of the several articles furnished as a material and indispensable part of your duty, which you are on no pretence whatever to trust to any Clerk, Steward, or other Person, excepting in case of sickness or necessary and allowed absence on the public Service. If any of the articles of provisions sent in should appear to you of a quality in any respect inferior to contract, and the Contractor or his Agent, upon representation, should not take measures to replace them immediately with articles of the proper quality, you are without delay, together with the Commanding Officer of the Guard doing duty over the Prisoners, the Surgeon, if his other duties will permit him to attend, and your First Clerk, to survey the articles objected to in the presence of the Contractor or his Agent, provided he think proper to attend, and if, upon such Survey, it be determined that the articles ought to be rejected, and the Contractor or his Agent should then fail to supply articles of the proper quality in lieu of them before one o'clock in the afternoon of the same day, you are immediately to purchase, on the best terms in your power, such good provisions as can be obtained, to make up the necessary quantity of each article stipulated in the Contract for the day's supply. In all these defects, unless the Contractor or his Agent shall forthwith reimburse on the spot the full amount of the provisions so purchased, you are to transmit to us by the first post a signed copy of the Report of the Survey on the provisions rejected, together with an Account of those purchased, in order that we may deduct the amount from the Contractor, or impose such a mulct as we may think just for the failure of his duty. Three or five of the Prisoners chosen weekly by their own body, are every morning to attend the delivery of all provisions by the Contractor, for the purpose of seeing that they are not defrauded either in the quality or quantity of the several articles; and if at any time the Prisoners so chosen should object to any provisions which shall appear to you to be fairly equal to contract, you are to act according to the joint opinion of yourself and the Officer of the Guard on duty at the time, to whom you are to apply on the subject.

9.]—The Prisoners in sickness are to be victualled agreeably to one or other of the species of diet contained in the annexed Scheme, as the Surgeon may direct. All the provisions for the use of the Hospital are to be demanded by you from the Contractor; and for your guidance in demanding them, the Surgeon will deliver to you daily, immediately after he shall have visited the wards, the Hospital Diet Books kept by him for that purpose. You are, when

Appendix, N° 14.

your

your other duties will admit, carefully to inſpect the proviſions delivered in for the uſe of the Hoſpital, and to take every poſſible care that none of an improper quality be iſſued; and if any article delivered in ſhall be conſidered by you and the Surgeon as of an improper or inferior quality, you will forthwith cauſe a Survey to be held thereon, taking to your aſſiſtance the Commanding Officer of the Guard doing duty over the Priſoners, the Surgeon and your Firſt Clerk, as directed in the preceding article, and further to proceed as therein directed.

10.]—The proviſions for Priſoners in health are to be dreſſed by Priſoners, ſelected and appointed by you for that purpoſe, who are to be regularly paid by the Contractor at the rate of three pence a man a day in money.

11.]—Proper perſons to act as Nurſes are to be choſen by the Surgeon from among the Priſoners in health, and other Priſoners may alſo be employed to cook the Proviſions for the Hoſpital, and to waſh the Hoſpital linen. The Priſoners employed, together with all ſuch other Servants as may be neceſſary for keeping the Hoſpital clean, are to be regularly paid by the Contractor for victualling ſick Priſoners, at the rate of ſixpence per man per day in money. They are alſo to be victualled on the full diet of the Hoſpital, and the Contractor will be paid for them after the ſame rate as ſhall be allowed for victualling the Patients.

12.]—The Priſoners in health are to be victualled under the inſpection of the Steward, in meſſes of ſix men each, and every meſs is to be ſupplied with one large wooden bowl, one wooden platter, one ſix quart tin can, one quart tin pot, and ſix wooden ſpoons; and if any of thoſe articles ſhould be loſt or wilfully damaged, others are to be furniſhed, and the value of them made good to Government by putting the parties who loſt or deſtroyed them on two-thirds allowance of proviſions for the neceſſary time.

13.]—At the end of each quarter, that is, on the firſt of January, firſt of April, firſt of July, and firſt of October in each year, you are to tranſmit to this Office an Account of the numbers of Priſoners in health and in ſickneſs, victualled by the Contractors in the preceding quarter, agreeably to the annexed forms. At the foot of every ſuch Account for victualling Priſoners in health, there muſt be an Affidavit in writing, ſworn to by yourſelf, in the form alſo annexed, or as near to that form as the conduct of the Contractor will allow you juſtly to make it; and at the foot of every ſuch Account for Priſoners in ſickneſs, there muſt be a ſimilar Affidavit, ſworn to by you and the Surgeon, in the form in the Appendix. Appendix, N°s 16 & 17. Appendix, N° 18.

14.]—When you receive into your cuſtody Priſoners of different nations in hoſtility with this country, you muſt be particularly careful to keep ſeparate and diſtinct Accounts for thoſe of each nation, not only as to what may relate to their victualling, but alſo ſeparate general Entry Books, receiving and diſcharging Liſts, Weekly Returns, &c. All Priſoners are to be conſidered as belonging to the country in whoſe immediate ſervice or employment they ſhall have been taken, and not according to the countries of which they may have been natives or ſubjects.

15.]—At the end of each month you are to make out an Account, according to the form in the Appendix, of the ſalaries or allowances due for that month to the Clerks, Stewards, Turnkeys, and other Perſons employed in the ſervice of the Priſon Department. A ſimilar Account is to be made out of the ſalaries due to the Officers and Servants employed in the Hoſpital Department, and you are without delay to pay to thoſe ſeveral perſons the reſpective ſums which ſhall appear by ſuch Accounts to be due to them, taking care to cauſe each of them to ſign his name in the proper column of the Account for the ſum paid to him. Appendix, N° 20.

16.]—You are, as ſoon as poſſible after the end of each quarter, to tranſmit to this Office a ſeparate Account of your diſburſements for each claſs of Priſoners in health in that quarter, and alſo a ſeparate Account of your diſburſements for ſick Priſoners in the annexed form; and every ſuch Account is to be accompanied with an Affidavit agreeably to the form in the Appendix, and alſo with original receipts and other vouchers for the money paid. You are at the ſame time to tranſmit to us the Monthly Accounts of ſalaries or allowances paid by you for that quarter, as directed in the preceding article; and alſo a Quarterly general Account current, at the debtor ſide of which you are to inſert the amount of each Account of diſburſements, the amount of each Monthly Account of ſalaries and allowances paid, and likewiſe the amount of your own ſalary and allowances for that quarter; and you are to give credit for all the bills drawn by you upon us in the ſaid quarter. Appendix, N° 21. Appendix, N° 22.

17.]—To prevent the neceſſity of your advancing money for the public Service, you will be permitted to draw on us from time to time for ſuch ſums as we may judge neceſſary, but you are not to draw for any money, without firſt having obtained our leave for ſo doing; and when you apply to us for ſuch permiſſion, you are always to ſtate the balance of money remaining in your hands, particularly the nature and amount of the diſburſements you have to make for the public Service. Soon after the expiration of each quarter, you will be permitted to draw for the balance, if any, which ſhall appear by your Account current to be then due to you. All your bills upon us are to be drawn at ſix days after ſight, and to ſpecify the Service for which they may be drawn; and you are always immediately to adviſe us by letter of every bill which you may draw.

18.]—No expence whatever attending Priſoners of War, previouſly to their being delivered into the cuſtody of ſome Agent for Priſoners of War, is to be defrayed by this department; and no diſburſements of any kind, excepting ſuch as may be expreſsly authorized by us, are to be made by you, unleſs very particular circumſtances ſhould occur that may not allow time for conſulting us; and if ſuch exigencies ſhould occaſion diſburſements to be made before our direction can be obtained on the ſubject, you are immediately to apprize us of the circumſtance, and the dates of our letters approving of ſuch charges, are to be noted againſt the reſpective articles in your Accounts. When any articles ſhall be wanted for the uſe of the Priſons or Priſon Ships, you are to report to us not only the quantity of each

article which may appear to you neceſſary to be ſupplied, but alſo the quantity remaining in hand, in order that we may give you ſuch directions on the ſubject as we may judge expedient; and the dates of our orders for the ſupplies muſt likewiſe be punctually noted againſt the reſpective articles in your Accounts to which they relate. Before you pay any bill for articles purchaſed, you are to take care that it be properly caſt up, and you are to certify that the ſeveral articles contained in it were actually received for the uſe of the Priſoners; that they were good in quality, and purchaſed at the current price of the market; and every receipt for money paid by you is to be atteſted by two credible witneſſes. All bills not exceeding fifty pounds are to be paid by you, but thoſe exceeding that ſum are to be tranſmitted to this Office, for the purpoſe of being paid in ninety day bills.

19.]—You are to take care that each Priſoner, immediately upon his being received into your cuſtody, be provided with a hammock, and ſuch articles of bedding as we may from time to time either ſupply you with or direct you to purchaſe; and when the Priſoners ſhall have been furniſhed with ſtraw palliaſſes, you are to cauſe the ſtraw to be changed from time to time as you may judge neceſſary, obſerving that a hammock and a ſet of bedding are to ſerve two years; and if any Priſoner ſhall loſe, wilfully damage, deſtroy, or otherwiſe diſpoſe of any article of bedding, he is to be kept on two-thirds allowance of proviſions, until the value of every article ſo loſt or deſtroyed ſhall have been made good to Government.

20.]—When you ſhall be directed to iſſue clothing to the Priſoners, you are to be particularly careful that no article be iſſued to a Priſoner who is already provided with a ſufficient ſtock of his own; and to aſcertain this, it is adviſable that you ſhould carefully examine the Priſoners, and make a liſt of ſuch articles as appear to be abſolutely neceſſary, before you give any notice of your having orders to ſupply them; and if you ſhould find that any Priſoner has diſpoſed of an article of clothing iſſued to him, you are to keep him on ſhort allowance in the black-hole, and not to ſupply him with any new article, until you receive our particular directions reſpecting him. You will obſerve that a ſuit of clothing, including two ſhirts and two pair of ſtockings, is calculated to laſt each Priſoner eighteen months. In order to prevent impoſitions on the part of the Priſoners, reſpecting the articles of bedding and clothing delivered to them, you are to keep a correct Account of whatever may have been furniſhed
Appendix, N° 1. to each of them, according to the form in the Appendix, particularly ſpecifying the time or times of delivery; and as a further check upon the Priſoners, you are to give to each of them
Appendix, N° 23. a ticket, ſigned by you, according to the form alſo in the Appendix, containing his name and number on the general Entry Book, and alſo the articles delivered to him as above ſtated; and you will cauſe it to be made known, that without the production of this ticket to you, whenever you ſhall require it, no Priſoner can be re-ſupplied with any article at any period, or on any pretence whatever. You are alſo to tranſmit to us, with your other weekly returns, ſo as to arrive at this Office every Monday, an Account of the quantity of hammocks, bedding and clothing in ſtore, together with the quantity received and iſſued in each week,
Appendix, N° 24. agreeably to the annexed form; and at the end of every quarter you are to tranſmit to us regular liſts of the Priſoners, who ſhall have been ſupplied in each quarter with any articles
Appendix, N° 25. of clothing, agreeably to the form preſcribed.

21.]—An Account of all Stores belonging to this Department is to be kept by you accord-
Appendix, N° 26. ing to the annexed form, and is to contain not only ſuch articles as may be actually lying in ſtore, but alſo all fixtures and articles in uſe, ſuch as the clothing and bedding of the Priſoners, cooking utenſils, beams, ſcales, weights, meaſures, &c. and an Abſtract of this
Appendix, N° 27. Account, in the form of the Appendix, is to be tranſmitted to us at the end of every quarter: you are to take particular care, that before any article of bedding, clothing, or other Stores be iſſued, it is to be marked, in ſeveral parts of it, with the Stamp of this Office.

22.]—Coals, candles, and lamp iron for the guard, Agent's Office, turnkey's lodge, and
Appendix, N° 28. Priſon Ships are to be iſſued agreeably to the reſpective weekly allowances ſtated in the Appendix. Lamp oil for the priſon lamps is to be iſſued in ſuch daily quantities, as you may find by experience to be abſolutely neceſſary. All theſe articles are to be kept under lock and key, and to be iſſued at ſtated times by a Clerk; and you are to keep an exact Account
Appendix, N° 29. in the annexed form, of the quantities daily iſſued, ſo that the whole quantity delivered into your charge may be duly accounted for: you are alſo to tranſmit to this Office, at the end of each quarter, an Account in the ſame form, of the quantities of each of the ſaid articles iſſued in the courſe of that quarter.

23.]—All the Stores required for the immediate uſe of the Hoſpital, are to be demanded of you by the Surgeon in writing; and you are to cauſe the ſame to be delivered to him from time to time as he may demand them, keeping an Account of what may be ſo delivered.

24.]—As Stores become unſerviceable, they are to be put into a Store-room by themſelves, and when the quantity is ſufficiently conſiderable to render a Survey neceſſary, you are to repreſent the ſame to us, in order that we may give ſuch directions on the ſubject as we may judge proper; and you are at the ſame time to report to us, whether in your opinion any uſe can be made of any part of the decayed Stores in repairing others, or how they may be moſt advantageouſly diſpoſed of for public advantage. And you are annually, on the 30th
Appendix, N° 30. of June, to cauſe an Abſtract to be made out in the annexed form, containing the total quantities of each ſpecies of Stores, both in the Priſon and Hoſpital Departments, which remained in charge on the firſt of July preceding, the total quantities received and expended between thoſe periods, and the remains of each ſpecies at the time of making up the Account; which remains will, on your application to us, be ſurveyed by ſuch Officers as may be appointed for that purpoſe, in order to aſcertain and certify whether the quantities ſtated in your remains are actually in ſtore, diſtinguiſhing ſuch as may be conſidered unfit for their original purpoſe, and ſtating in what manner they can beſt be converted to other purpoſes,
Appendix, N° 31. or ſold for the advantage of the Public. The Report of the Survey according to the annexed

form,

form, is to be made out in your Office, ſigned by the Surveying Officers, and, with the Abſtract above mentioned, to be immediately tranſmitted to us. As you are accountable for the water caſks ſent on board the Priſon Ships by the Victualling Department, you are to inſtruct the Stewards to keep a regular Account of them.

25.]—You are to tranſmit to this Office regularly by the firſt poſt after the diſcharge of any Priſoner out of your cuſtody, whether ſent to a place of parole or otherwiſe, a correct liſt of the Priſoners ſo diſcharged, according to the annexed form; and every ſuch liſt is to be accompanied with a note ſigned by yourſelf, or, if circumſtances will admit of it, with a receipt from the perſon to whom the Priſoners ſhall have been delivered, ſpecifying whether they were victualled or not in Priſon on the *day* of diſcharge, but you muſt not on any account or under any pretence whatever, diſcharge any Priſoner out of your cuſtody, or permit any to go out of the Priſon or Priſon Ships, excepting ſuch as may be admitted to parole, without having previouſly obtained a ſpecial Order from us for ſo doing; and you are always to inſert the dates of our Orders for the diſcharge of any Priſoners, in the proper column on the diſcharge liſt. Appendix, N° 32.

26.]—Although the various duties of the Hoſpitals and Hoſpital Ships be divided among ſeveral Officers, each of whom is to be anſwerable for the diſcharge of thoſe which fall within his Department, yet we ſhall conſider you, and you are to conſider yourſelf as being reſponſible for the general economy, diſcipline, and good order of the whole, ſo far as regards this Department. You are frequently to viſit the Hoſpital and Hoſpital Ships, in order to ſee that the Surgeons and the ſeveral perſons under them diligently and faithfully perform their duties, that the ſick are uniformly attended to and carefully treated; that the wards and births, and every thing in them are kept clean and well aired, and that the men have every allowance to which they are entitled; and for your guidance you will be furniſhed with all ſuch Inſtructions as have been or may be given by us to any perſons employed in the Hoſpital Department; but you are not on any account to interfere, nor to ſuffer any other perſons (except thoſe whoſe particular duty it is) to interfere in the medical or ſurgical treatment of the ſick.

27.]—All requeſts and all applications of every deſcription which ſhall be made by any Officer or other perſon belonging to the Hoſpital, or employed under this Department on board Hoſpital or Priſon Ships are to be made to you, and you are, after ſigning your name thereon, to forward the ſame to us. And all Orders and Inſtructions given by us to thoſe perſons will, for your information, be ſent under cover to you, and you will cauſe them to be delivered as ſoon as poſſible.

28.]—The Surgeon will viſit the Priſons every day, in order that ſuch Priſoners as ſhall in his judgment be fit objects, may be removed to the Hoſpital. A ſick ticket ſigned by you, in the form in the Appendix, is to be delivered to him of all the Priſoners ſent to the Hoſpital, and he will deliver to you Hoſpital Diſcharge Tickets, ſigned by him, for ſuch Priſoners as ſhall have been returned to your charge from the Hoſpital; and you are to keep a Book containing the names, &c. of all Priſoners ſent from time to time to the Hoſpital, agreeably to the annexed form. The Hoſpital Sick and Diſcharge Tickets are to be ſent to this Office weekly with your other Weekly Returns. Appendix, N° 33. Appendix, N° 34. Appendix, N° 35.

29.]—When any Priſoner ſhall have been ſent to the Hoſpital, the Priſon bed and bedding uſed by him, after having been well aired and made clean, are to be marked with his name, and laid up in a proper ſtore, but not where new bedding is kept, and muſt be re-delivered to him upon his return to Priſon.

30.]—You will cauſe to be hung up in the moſt conſpicuous parts of the Priſons or Priſon Ships, Hoſpitals or Hoſpital Ships, the printed Regulations in the Appendix, tranſlated into the ſeveral languages of the Priſoners, and ſuch others as you may from time to time be furniſhed with, reſpecting the behaviour of the Priſoners and the rations of proviſions allowed them, and you are to take particular care that all thoſe Regulations be ſtrictly enforced. For this purpoſe you are to employ two Priſoners for each floor of a Priſon Building, or for each deck of a Priſon Ship, as Inſpectors of the conduct of the Priſoners at large, with an allowance to each of the Priſoners ſo employed, of three pence *per diem*, and whenever any of the Priſoners ſo employed ſhall behave improperly, or neglect the duty required of him or them, you are to appoint others in their room. Appendix, N°s 36, 37 & 38.

31.]—You are not to allow any ſpirituous liquors to be introduced into the Priſons or Priſon Ships, Hoſpitals or Hoſpital Ships for ſale or otherwiſe; but you will permit the Priſoners to be ſupplied with any neceſſary and wholeſome articles of aliment or clothing which they may have occaſion for, and have money to purchaſe; and for this purpoſe a market is to be allowed at the Priſons every day, Sundays excepted, between the hours of nine in the morning and twelve at noon, under ſuch reſtrictions and regulations as we may from time to time direct or approve. You are to take care that the Priſoners be not impoſed upon either in the price or quality of any articles they may purchaſe; and if money be remitted to a Priſoner, or to you for his uſe, you are to take charge of it, and to deliver it to him without any charge for commiſſion, but at a rate not exceeding two guineas a week, in order to prevent abuſes or miſapplications. No newſpapers or political publications are to be admitted into the Priſons or Priſon Ships.

32.]—You are to permit the Priſoners, every day in fair weather, to go into the airing ground of the Priſons, or upon the deck of the Priſon Ships, for the benefit of the air, but not to remain in either caſe after ſunſet; and during the time of the Priſoners being in the open air, one turnkey at leaſt muſt remain in ſuch a place or ſituation as will admit of their being conſtantly in his view; before they go into the airing ground or upon deck, each Priſoner is to laſh up his hammock, or to contract it with the bedding into as ſmall a compaſs as poſſible, by hanging both clews upon the ſame hook, for the benefit of a more free circu-

lation

lation of the air; and all the wards are to be kept locked and the windows ſet open while the Priſoners are permitted to be abroad. Once a week at leaſt in fair weather, all the hammocks, bedding, &c. are to be brought into the airing ground or upon deck, for the purpoſe not only of being aired, but alſo of being examined, in order to aſcertain whether any article of bedding be miſſing or wilfully damaged. Care is to be taken alſo that no tools or other implements which can facilitate the eſcape of Priſoners be concealed in their hammocks or bedding, and upon theſe occaſions, after the Priſoners ſhall have cleaned out their apartments or births, which you will cauſe them to do regularly every day by turns, you are to take a ſtrict Survey of the Priſons or Priſon Ships in order to aſcertain whether the turnkeys or other perſons employed, are and have been attentive to their ſeveral duties, once in every week, or twice if judged neceſſary, while the Priſoners remain in the airing ground or upon deck; and when their wards or births ſhall have been cleaned out, the Priſon or Priſon Ships are to be fumigated in ſuch manner as the Surgeon may direct, and you are to apply to us from time to time for ſuch articles as he may judge neceſſary for that purpoſe; during the fumigation, the hammocks, bedding, clothing, and clothes bags of the Priſoners are to be ſpread out, and extended as looſely as poſſible, the doors and windows in the mean time being kept ſhut, you are to report to us from time to time, when the Priſons or the Priſon Ships require to be white-waſhed. And as cleanlineſs in the perſons of the Priſoners is of the utmoſt conſequence for the preſervation of health, you are, with a view to promote it, to employ Priſoners at the rate of three pence each *per diem*, as Barbers to ſhave the Priſoners, in the proportion of one Barber for every three hundred men, and to provide ſuch Barbers with razors, ſoap, &c. as we may from time to time direct.

33.]—If you ſhould at any time obſerve or hear of any neglect in the centinels on duty over the Priſoners, or holding any converſation with them on their poſts, you are to report the circumſtance to the Commanding Officer, in order that he may give ſuch directions on the ſubject as he may judge proper.

34.]—For the prevention of eſcapes, you are to direct the turnkeys to inſpect the ſeveral apartments every evening before the Priſons be ſhut up, and to report to you their ſtate of ſafety, in order that means may be taken for their future ſecurity, if neceſſary; and you will alſo take care that all lights are extinguiſhed, and the Priſoners in bed every night at the uſual time of gun firing or ſetting the watch.

35.]—You are to make it publicly known, that a reward of one guinea over and above all neceſſary and reaſonable expences, will be paid for retaking and bringing back to the Priſon any Priſoner who may have eſcaped, unleſs he ſhall have been retaken by one of the guard doing duty over the Priſoners at the time of the eſcape, or by a turnkey or other perſon whoſe duty it is to prevent ſuch eſcape; you are not, however, to pay any account of expences attending the recapture of Priſoners, until you ſhall have obtained our approval, and when you pay any ſuch account you will take a receipt for the ſum, atteſted by two credible witneſſes, and charge it in your account of diſburſements. When you ſhall have diſcovered that any Priſoners ſhall have actually eſcaped, you are to report their names to us by the firſt poſt, with full deſcriptions of their perſons, and to inform us of the route which there may be reaſon to believe they have taken; you are alſo immediately to acquaint the Officer of the Guard of the circumſtance, and to apply to the neareſt Magiſtrate for his aſſiſtance in apprehending them, if neceſſary. All Priſoners detected in attempting to eſcape, are to be cloſely confined in the black-hole for ten days, and ſuch as may be retaken after having eſcaped, and put the Public to an expence for apprehending them, are to be likewiſe confined in the black-hole for ten days, and moreover to be kept on two-thirds allowance of proviſion during that period.

36.]—The Priſoners are not to be ſtruck with the hand, ſtick, whip, or any weapon whatever, but are on all occaſions to be treated with humanity, their juſt complaints are to be attended to, and their real grievances redreſſed. If they behave diſorderly, they are to be confined in the black-hole, and kept on two-thirds allowance of proviſions for ſuch time as may be judged proper, not exceeding ten days; but as no puniſhments are to be inflicted without our knowledge, you are weekly to tranſmit to us with your other Returns, a liſt of all the Priſoners who may have been confined in the black-hole in the courſe of the preceding week, agreeably to the form in the Appendix.

Appendix, N° 39.

37.]—No letters are to be forwarded from or delivered to any of the Priſoners, without having been previouſly examined by you; and in order that this neceſſary regulation may be ſtrictly and invariably attended to, you are to requeſt of the proper Officer of the Poſt Office, to cauſe all letters addreſſed to Priſoners to be delivered to you, and to forward no letters whatever which ſhall appear to be written by Priſoners, as all letters from the Priſoners in your cuſtody are, after being examined by you, to be ſent once in every week by coach to this Office, ſo as to arrive here on Mondays. No Priſoner is to be allowed at any time to go out of the Priſon for exchange or otherwiſe, until you ſhall be ſatisfied that he has no letter whatever in his poſſeſſion addreſſed to any other perſon. All letters in which nothing improper may appear, are to be delivered without delay or forwarded as above directed; and if you diſcover any improper or ſuſpicious correſpondence, you are immediately to communicate the circumſtance to us. Letters from Foreign Conſuls are to be ſent to this Office for examination before they ſhall be delivered to Priſoners.

38.]—No perſon whatever, excepting the Officers of the Guard, and ſuch perſons as may be employed in the ſervice of the Priſons or Priſon Ships, is to be permitted to enter into the Priſons or Hoſpitals, or into the Priſon Rooms of any Priſon Ship, nor to have any communication with the Priſoners on any account or under any pretence whatever, excepting by letters forwarded through your hands, as directed in the preceding article; and you are to take care that neither the Guards, nor any of the perſons employed about the Priſons or

Priſon

Priſon Ships, have any intercourſe with the Priſoners further than what the Service may abſolutely require.

39.]—Every Priſoner is to be conſidered as having forfeited his turn of exchange, who may have attempted to eſcape, or wilfully damaged the Priſon or Priſon Ship in which he may be confined, or have purchaſed or ſold the Priſon ration of proviſions, or any article of clothing or bedding, whether the articles ſo ſold be his own property or ſupplied by Government, or who may have attempted to purchaſe the turn of exchange of another Priſoner, or to ſell his own turn. You are to ſet a certain mark in your general Entry Book againſt the name of every ſuch Priſoner, in order that he may not be included in any embarkation or removal of Priſoners which may take place in conſequence of a general order from us; and if you ſhould happen to receive a particular order for the releaſe of any ſuch Priſoner, you are immediately to report the circumſtances of his caſe to us, and to wait our further directions reſpecting him before his abſolute releaſe.

40.]—Before Priſoners are embarked on board a cartel veſſel, you will take care that the veſſel be ſufficiently prepared for their reception, and that the ſeveral articles of proviſions required for the paſſage be actually on board, and good of their reſpective kinds. The Maſter of each cartel veſſel is to be furniſhed with two liſts of the Priſoners who may be embarked on board his veſſel in the annexed form, and you are to ſubjoin to each of thoſe liſts a note, requiring of the Commiſſary of Marine at the Port where the Priſoners may be landed, to ſtate expreſsly in his certificate or receipt for the Priſoners, the day on which they were actually landed, and whether victualled on board the cartel veſſel on and for that day or otherwiſe. Appendix, N° 40.

41.]—You are to give us the earlieſt notice in your power of the arrival of Britiſh releaſed Priſoners from abroad, and if they ſhould be brought over in a cartel veſſel belonging to the enemy, you are immediately upon their being landed to give a receipt for them to the Commander of ſuch Veſſel, and to direct him to proceed without delay on his return to his own country, provided ſuch directions ſhould be approved by the Admiral or ſenior Officer of His Majeſty's Ships in the Port, who will take the neceſſary meaſures to prevent the crew of ſuch cartel veſſel from having any improper communication with the ſhore while ſhe remains under cognizance with you. If among the Britiſh Priſoners arrived there ſhould be any ſoldiers, you are immediately to inform the General Officer commanding in your diſtrict, of their number and the regiments to which they belong, and you are to detain them until you receive particular inſtructions concerning their diſpoſal.

42.]—You are not to enter or diſcharge any Clerk, Steward, Turnkey, or Engliſh Labourer, without having previouſly obtained our particular directions for ſo doing; nor are you at any time to employ a greater number of Priſoners for any purpoſe whatever than may be expreſsly directed by us. The Clerks are to attend at all hours you may direct, and one of them at leaſt in rotation muſt wait at the Priſon every morning before eight o'clock, and in the evening until the Priſons be ſhut up and the buſineſs of the day completed; the Stewards are to attend conſtantly to the delivering, cooking, and iſſuing of the proviſions, and the Stewards of Priſon Ships are to ſleep and remain conſtantly on board.

43.]—You are not, on any pretence whatever, to cauſe any alterations, additions, or repairs to be made in the Priſon or any of its appendages without having previouſly obtained our directions, unleſs by the Priſoners breaking out or any unforeſeen accident immediate repairs ſhould be abſolutely neceſſary for the ſecurity of the Priſon, and in ſuch caſes you are to cauſe thoſe repairs to be begun without delay, and to tranſmit to us an eſtimate of the expence. But when any repairs or works not of ſo urgent a nature ſhall be deemed neceſſary, you are to report the ſame to us for our approval, and at the ſame time you are to tranſmit an eſtimate of the expence certified to be fair and reaſonable, by a Surveyor, who, when the works ſhall have been finiſhed, is alſo to certify in writing whether it ſhall have been performed in a workmanlike manner, and agreeably to the eſtimate; and for your further guidance with reſpect to the preſervation and repairs of all buildings belonging to this Department in your charge, detailed regulations are ſubjoined in the Appendix, to which you are to pay the moſt particular attention. Appendix, N° 41.

44.]—You will be allowed to charge in your Quarterly Accounts, after the rate of per annum for ſtationary, and alſo one ſhilling for each affidavit, but you are to obſerve that no commiſſion on diſburſements, or any other allowance whatever, can be made to you, excepting what may be expreſsly ſtated in writing under our hands, and that no rations of proviſions will be allowed to you, your Clerks, Turnkeys, or any other perſons employed in the ſervice of this Department.

45.]—You will be furniſhed by us with the neceſſary printed forms of all kinds, and you are to take particular care that none of them be unneceſſarily expended, and that ſuch of them as ſhall be made uſe of may have all the columns properly and correctly filled up in every inſtance.

46.]—It being eſſentially neceſſary that all your periodical returns ſhould arrive regularly at this Office, you are to cauſe a liſt of all ſuch returns to be fixed up in your Office, and to ſee that it be from time to time replaced, if neceſſary, in order that your Clerks may be conſtantly guarded againſt any neglect or omiſſion.

47.]—You are not to permit any pigs or poultry to be kept in the Priſon, nor fluſh or offal of any kind to be carried out of it.

48.]—You are not to abſent yourſelf from your duty without our previous leave.

49.]—You are not to employ, or allow to be employed, any Labourer, Nurſe, Artificer, Priſoner, or other perſon paid by the Public on private buſineſs, without our ſpecial authority.

50.]—You are not, either directly or indirectly, to have any intereſt or concern whatever in any Contract or Contracts under this Board, or under any other Naval Department, nor are

you to demand or receive, nor any other perſon for you, under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity, or reward from any Priſoner, or from any Contractor, Tradeſman, Workman, or other perſon having any connection whatever, either as a Principal or an Agent, with any part of your public duty, or having any buſineſs to tranſact at the Depôt under your charge or at this Office; nor are you, or any perſons in your behalf, to receive any fee, gratuity, or reward whatſoever, for the nomination or appointment of any perſon to be employed as a Clerk, or in any other capacity in your Department; to this effect you, as well as every other Officer and Clerk under you, are to take an Oath according to the
Appendix, N° 42. preſcribed form, and to give Bond in three times the amount of your Salary; and in caſe of
Appendix, N° 43. default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. You are alſo to tranſmit to us, with your Accounts for each quarter, an Affidavit in the form alſo annexed, from yourſelf and all the
Appendix, N° 44. perſons employed under you.

51.]—If you ſhould meet with any difficulty or obſtruction in carrying on the Service, you are to report the ſame to us, and to propoſe, from time to time, any matters which may in your opinion require our further and more particular conſideration.

Given under our hands at the Tranſport Office,
this day of

To

Agent for Priſoners of War at

By Command of The Commiſſioners,

APPENDIX

TO THE INSTRUCTIONS TO THE AGENTS FOR PRISONERS OF WAR AT HOME.

Appendix to the Instructions to the Agents for Prisoners of War at Home.

—N° 1.—

GENERAL ENTRY BOOK of Prisoners of War at

Current Number.	By what Ship or how taken.	Time when.	Place where.	Name of Prize.	Whether Man of War, Privateer, or Merchant Vessel.	Prisoners Names.	Quality.	Time when received into Custody.	From what Ship or whence received.	Place of Nativity.	Description.							Supplies of Bedding and Clothing.											Exch^{d}, Ditch^{d}, Died, or Escaped.	Time when.	Whither and by what Order.
											Age.	Stature.	Person.	Visage and complexion.	Hair.	Eyes.	Marks or Wounds.	Date of Supply.	Hammock.	Paillasse.	Bolster.	Blanket.	Flock Bed.	Hat.	Jacket.	Waistcoat.	Trowsers.	Shirts.	Shoes.	Stockings.			

N. B. Each Page is to contain the Names of Nine Prisoners.

—N° 2.—

LIST of Prisoners of War received into the Custody of Agent.

Current Number.	Number on the General Entry Book.	By what Ship, or how taken.	Time when.	Place where.	Name of Prize.	Man of War, Privateer, or Merchant Vessel.	Prisoners Names.	Quality.	When received.	From what Ship, or whence received.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 3.—

FORM of the Extract required to be tranſmitted of the Role d'Equipage of each captured Veſſel.

(Place and Date.)

Name of Prize, whether Man of War, Privateer, or Merchant Veſſel, and of what Port.
Date of capture - - - - - - - - - - -
By what Ship taken - - - - - - - - - -
Number of carriage guns at ſailing - - - - - - - -
Number of - ditto - - - mounted when captured - - -
Number of crew at ſailing - - - - - - - - -
Number of ditto when captured - - - - - - - -
Tonnage (if a Merchant Veſſel) - - - - - - - -

Names and Ranks of Officers, &c. extracted from the Role d'Equipage.

NAMES.	RANKS.

N. B. The names of all Officers entered on the Role d'Equipage, including Surgeons, Aides Commiſſaires, or Purſers, Secretaries, Chaplains, Inſtituteurs and Commis-aux Vivres, or Purſer's Stewards, are to be inſerted in each Extract; and alſo the names and ranks or qualities of all paſſengers.

—N° 4.—

LIST of the Ranks of Priſoners of War to be admitted to Parole.

Of Men of War - - -	Admirals. Chefs de Diviſion or Commodores. Captains. Lieutenants. Enſigns. Aſpirants or Midſhipmen. Surgeons. Aides Commiſſaires, or Purſers. Secretaries. Chaplains, Inſtituteurs, or Schoolmaſters.
Of the Land Service - -	Every Officer bearing a commiſſion not lower than Sous-Lieutenant. Commiſſaries and Secretaries. Surgeons.
Of unarmed Merchant Veſſels of 80 tons and upwards - - - - - - -	Maſters or Firſt Captains. Chief Mates or Second Captains. Surgeons.
Of Privateers having actually on board, at the time of capture, 14 carriage guns or more mounted - -	Captains. Two other Officers, according to ſeniority on the Role d'Equipage, for every hundred men on board at the time of capture. Surgeons.

All paſſengers of reſpectability, if detained; but thoſe only are to be conſidered as paſſengers, who are entered as ſuch on the Role d'Equipage.

N. B. Priſoners taken in recaptured Veſſels, are to be conſidered according to their reſpective ranks on board the enemy's Veſſels to which they belong; and Officers of Merchant Veſſels and Privateers are only to be conſidered as ſuch, notwithſtanding any rank they may hold in the public Service of the enemy.

*** All Priſoners of the rank of a Field Officer are to be allowed one ſervant each, but none other.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 5.—

FORM OF PAROLE.

WHEREAS the Commiſſioners for conducting His Britannic Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War, have been pleaſed to grant leave to the underſigned Priſoner of War, as deſcribed on the back hereof, to reſide in [*place of parole,*] upon condition that give parole of honour, not to withdraw from the bounds preſcribed there without leave for that purpoſe from the ſaid Commiſſioners; that will behave decently, and with due regard to the laws of this kingdom; and alſo that will not during continuance in England, either directly or indirectly, carry on a correſpondence with any of His Majeſty's enemies, or receive or write any letter or letters whatever, but through the hands of the Agent to the ſaid Commiſſioners, in order that they may be read and approved by him

Do hereby declare, That have given parole of honour accordingly, and that will keep it inviolably.

Dated at this day of

Signature.	Quality.	Ship's Name or Corps.	Man of War, Privateer, or Merchant Veſſel.

N. B. Each parole may be ſigned by ſix Priſoners, and the blanks are to be filled up in the ſingular or plural, as the caſe may be.

—N° 6.—

LIST of Priſoners of War diſcharged out of the cuſtody of Agent at the ſaid and ſent on parole to this day of

Current Number.	Name of Prize.	When taken.	Whether Man of War, Privateer, or Merchant Veſſel.	Priſoners Names.	Quality.

— N° 7. —

AN ACCOUNT of the Number of Prisoners of War daily Victualled on board the Prison Ship at

Date.	By whom mustered.	Total Number on Board on the Morning of each Day.	Whereof victualled		ALTERATIONS.						REMARKS.
					Discharged.		Escaped.	Retaken.	Received.		
			On full Allowances.	Short Allowances.	N°	Whither.			N°	From what Ship or Place.	

—N° 8.—

AN ACCOUNT of the Number of Prisoners of War daily Victualled in the Prison and Hospital at

Date.	By whom mustered.	Number mustered by each Turnkey or other Person.	Total N° in Custody on the morning of each day.	Whereof Victualled							Alterations.									Remarks.
				In Prison.		In Hospital.					Discharged.		Died.	Escaped.	Sent to the Hospital.	Returned from the Hospital.	Received.		From what Ship or Place	
				Rations.		Diets.			Total Number of Patients.	Nurses, &c. on full Diet.	N°	Whither.					Retaken.	N°		
				Full.	Short.	Full.	Half.	Low.												

—N° 9.—

WEEKLY RETURN of the Number of Prisoners of War daily Victualled on board the Prison Ship at between the

Date.	Total Number on Board on the Morning of each Day.	Whereof Victualled		Alterations.					Remarks.
		On full Allowance.	Short Allowance.	Discharged.		Escaped.	Retaken.	Received.		
				N°	Whither.			N°	From what Ship or Place.	

Appendix to the Instructions to the Agents for Prisoners of War at Home.

—N° 10.—

WEEKLY RETURN of the Number of Prisoners of War daily subsisted on board the Prison Hospital Ship at between the

Date.	Total Number on board on the Morning of each Day.	Whereof Victualled				Alterations.						Remarks.
		Diets.			Nurses, &c.	Discharged.		Died.	Escaped.	Retaken.	Received.		
		Full.	Half.	Low.		N°	Whither.				N°	From what Ship or Place.	
							Agent.						Surgeon.

—N° 11.—

WEEKLY RETURN of the Number of Prisoners of War daily subsisted at between

Date.	Total Number in Custody on the Morning of each Day.	Whereof Victualled						Alterations.								Remarks.
		In Prison.		In Hospital.				Discharged.		Died.	Escaped.	Sent to the Hospital.	Returned from the Hospital.	Retaken.	Received.	
		Rations.		Diets.												
		Full.	Short.	Full.	Half.	Low.	Total Number of Patients.	Nurses, &c. on full Diet.	N°	Whither.					N°	From what Ship or Place.
										Agent.						I do hereby certify, that the numbers above stated as victualled in the Hospital, are right and true. Surgeon.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 12.—

ACCOUNT of Priſoners of War, who have died at in the week ending

Current Number.	Number on the General Entry Book.	Names.	Rank.	Ship or Corps.	Man of War, Privateer, or Merchant Veſſel.	Place of Nativity.	Age.	When and where taken.	Time of Death.	Diſorder or Caſualty.

—N° 13.—

DAILY RATION to French Priſoners of War in Health.

One pound and a half of bread.
Half a pound of freſh beef.
A quarter of a pint of peaſe.
One-third of an ounce of ſalt.

—N° 14.—

RATION to Spaniſh Priſoners of War in Health.

On Sunday, Tueſday, Thurſday, } One quart of beer, one pound and a half of bread, three quarters of a pound of freſh beef, half a pint of peaſe, and one-third of an ounce of ſalt.

On Monday, Wedneſday, Saturday, } One quart of beer, one pound and a half of bread, three quarters of a pound of freſh beef, and one-third of an ounce of ſalt.

On Friday, { One quart of beer, one pound and a half of bread, four ounces of butter or ſix ounces of cheeſe, half a pint of peaſe, and one-third of an ounce of ſalt.

—N° 15.—

A SCHEME of Diet for the Hoſpitals for Priſoners of War.

FULL DIET.—A pint of tea in the morning for breakfaſt, and a like quantity in the evening, ſixteen ounces of bread, ſixteen ounces of beef or mutton, one pint of broth, ſixteen ounces of greens or good ſound potatoes, and two quarts of ſmall beer.

HALF DIET.—Tea, morning and evening, as above; ſixteen ounces of bread, eight ounces of beef or mutton, eight ounces of greens or good ſound potatoes, one pint of broth, and three pints of ſmall beer.

LOW DIET.—Tea, morning and evening, as above; eight ounces of bread, two ounces of butter, or in lieu of butter one pint of milk, half a pint of broth, or ſuch an additional quantity thereof as the Phyſicians or Surgeons ſhall judge proper.

One dram and a half of good Souchong tea, ſeven drams of good Muſcovado ſugar, and one-ſixth part of a pint of genuine milk to be allowed to every pint of tea.

The broth to be made by boiling together the meat allowed in the half and full diet, with the addition of twelve drams of good ſound barley, twelve drams of good onions, or one ounce of leeks and three drams of parſley for every pound of meat.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

It will be found on trial, that the meat intended for the Patients on full and half-diet will make a ſufficient quantity of good broth, ſo as to yield a full pint to them, and half a pint to thoſe on low diet.

In particular caſes of debility, or where the appetite may be capricious, the Phyſicians or Surgeons may be permitted to ſubſtitute for the uſual allowance of beef and mutton to Patients on full and half diet, ſuch quantities of fiſh, fowl, veal or eggs, as they may judge the caſe of each Patient to require, agreeably to their Inſtructions on that ſubject, taking into their conſideration, however, the practicability of providing ſuch articles at the time.

Half an ounce of ſalt to be allowed daily for each Patient in the Hoſpital, and one ounce of vinegar to each Patient on full and half diet.

MEMORANDUM.—The ſeveral drinks allowed to the Patients, ſuch as barley water, which in febrile caſes may be acidulated with lemon juice, toaſt and water-gruel, lemon water, vinegar whey, balm and ſage tea, will be iſſued from the Diſpenſary, as the Phyſicians or Surgeons ſhall from time to time preſcribe the ſame.

— N° 16. —

AN ACCOUNT of the Number of Priſoners of War in Health, ſubſiſted daily in the Priſon at between the firſt day of January and thirty-firſt day of March both days incluſive.

Time.	On full Allowance.	Two-thirds Allowance.	Time.	On full Allowance.	Two-thirds Allowance.	Time.	On full Allowance.	Two-thirds Allowance.
January 1.			February 1.			March 1.		
2.			2.			2.		
3.			3.			3.		
&c.			&c.			&c.		
January - -								
February -								
March - -								

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

— N° 17. —

ACCOUNT of the Number of Priſoners of War daily ſubſiſted in the Hoſpital at by between

Time.	Sick Priſoners.	Servants.	Time.	Sick Priſoners.	Servants.	Time.	Sick Priſoners.	Servants.

— N° 18. —

FORM of Affidavit to the Quarterly Account for Victualling Priſoners of War in Health.

A. B. Agent for Priſoners of War at voluntarily maketh Oath, That the foregoing Account of the number of Priſoners of War, daily ſubſiſted in the Priſon at by Mr. between the and the both days inclusive, amounting to Priſoners in health on full, and Priſoners on two-thirds allowance, is juſt and true, and that the ſaid Mr. has in every reſpect complied with the Articles of the Contract.

Sworn before me at this day of } C. D.

A. B. Agent.

— N° 19. —

FORM of Affidavit to the Quarterly Account of Victualling Priſoners in Sickneſs.

Agent and Surgeon to Priſoners of War at voluntarily make Oath, That the foregoing Account of the number of Sick Priſoners of War, daily ſubſiſted in the Hoſpital at between the and the amounting to Priſoners in ſickneſs and Priſoners as ſervants, is right and true, and that the ſaid has in every reſpect complied with the Articles of his Contract.

A. B. Agent.
C. D. Surgeon.

Sworn before me at this day of } E. F.

— N° 20. —

AN ACCOUNT of Salaries and Allowances paid to the under-mentioned Perſons employed in the Service of Priſoners of War in Health, at between the and the

Name.	Quality.	From what time.	To what time.	Time employed.	At what rate.	Amount.	Abate Taxes.			Sum Paid.	We whoſe Names are under-mentioned, do acknowledge to have received of the Sums expreſſed againſt our Names reſpectively.
							One Shilling per Pound.	Civil Liſt, 6d. per Pound.	TOTAL.		

Witneſſes to the Payment.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

— N° 21. —

AN ACCOUNT of Diſburſements made by Agent for Priſoners of War at between the and the

Time the Expence was incurred.	When paid.	Nature of the Diſburſement.	Date of the Board's Order or Approval.	N° of the Voucher.	Sum.

— N° 22. —

FORM of Affidavit to the above Account.

A. B. Agent for Priſoners of War at doth voluntarily make Oath, That every article of Diſburſement, inſerted in the foregoing Account, between the and the amounting to £. is juſt and true, and that the money was really and truly paid to the perſons, and for the ſervices and things therein reſpectively mentioned, and to or for no other whatever.

Sworn before me at this day of } C. D. A. B. Agent.

— N° 23. —

FORM of a Ticket of Bedding and Clothing iſſued to Priſoners.

Number on the General Entry Book.	Name.	Of what Ship.

Date of the Iſſue.	Bedding.					Clothing.						
	Hammock.	Paillaſſe.	Bolſter.	Coverlid.	Blanket.	Hat.	Jacket.	Waiſtcoat.	Trowſers.	Shirt.	Shoes.	Stockings.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 24.—

WEEKLY RETURN of the Receipts and Iſſues, Bedding, and Clothing, at between the and the

	Bedding.						Clothing.						
	Hammocks.	Beds.	Paillaſſes.	Bolſters.	Coverlids.	Blankets.	Hats.	Jackets.	Waiſtcoats.	Trowſers.	Shirts.	Shoes.	Stockings.
Remaining in Store per laſt Return - - - - - - -													
Received ſince from - - -													
Returned into Store from the Priſons or Priſon Ships -													
TOTAL - - -													
Iſſued to the Priſoners - -													
Remaining in Store the - -													
Whereof { New - - - - -													
Whereof { Worn - - - - -													
In uſe by the Priſoners - -													
TOTAL on charge - -													

—N° 25.—

LIST of Priſoners of War confined at who have been ſupplied with the Articles of Clothing ſet againſt their reſpective names, between the and

Priſoners Names.	Hats, N°	Shirts, N°	Jackets, N°	Waiſtcoats, N°	Trowſers, Pair.	Shoes, Pair.	Stockings, Pair.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 26.—

ACCOUNT of the Receipt and Expenditure of Stores, for the Service of Priſoners of War at

RECEIVED.				EXPENDED.			
Time.	Quality of Stores.	From whence or of whom received.	Number or Quantity.	Time.	Quality of Stores.	To whom iſſued, or how expended, and on what occaſion.	Number or Quantity.

—N° 27.—

ABSTRACT of the Receipt and Expenditure of Stores at and the between the

Quality of Stores.	Remaining in Store per laſt Return.	Received.		Total.	Expended.		Remaining in Store the
		Number or Quantity.	Of whom.		Number or Quantity.	How.	

—N° 28.—

REGULATIONS for iſſuing Coals, Candles, and Lamp Oil.

PRISONS.

Officers Guard Room.

Coals.—1 buſhel a day from 1ſt October to the 31ſt May.

Candles.—1 pound per week for the Summer ſix months, viz. from the 1ſt of April to the 30th of September.

1 ¾ pound per week for the Winter ſix months, viz. from 1ſt of October to the 31ſt of March.

Guard Room for Private Men.

Coals.—1 buſhel a day from 1ſt October to the 31ſt of May.

Candles.—1 ¼ pound per week for the Summer ſix months.

2 ¾ pounds per week for the Winter ſix months.

Agent's

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

AGENT'S OFFICE.

Coals.—2 buſhels per week - -
Candles.—1 pound per week - - } from 1ſt October to the 30th of April.

AGENT'S CLERK'S OFFICE (if any).

Coals.—2 buſhels per week - -
Candles.—1 pound per week - - } from 1ſt October to the 30th of April.

TURNKEY'S LODGE.

Coals.—2 ½ buſhels per week from 1ſt October to the 30th April.
Candles.—½ pound per week for the Summer ſix months.
1 pound per week for the Winter ſix months.

PRISON SHIPS.

CLERK OR STEWARD.

Candles.—1 pound per week for the Summer ſix months.
2 pounds per week for the Winter ſix months.

GUARDS.

Candles.—½ pound per week for the Summer ſix months.
1 pound per week for the Winter ſix months.
Lamp Oil.—1 quart per week.
Ditto Cotton.—1 ounce per week.

—N° 29.—

ACCOUNT of the Expenditure of Coals, Candles, and Lamp Oil, at

Date of the Iſſue.	Officers Guard Room.		Privates Guard Room.		Agents Office.		Clerks Office.		Turnkeys Lodge.		Priſon Lamps.	Priſon Ships.		
												Steward.	Guards.	
	Coals.	Candles.	Coals.	Candles.	Coals.	Candles.	Coals.	Candles.	Coals.	Candles.	Oil.	Candles.	Candles.	Oil.

—N° 30.—

ABSTRACT of the Receipt and Expence of the following Stores at for the Service of Priſoners of War, between 1ſt of July 18 and 30th June 18 both days included, and the quantities remaining at each of the ſaid Periods.

Quality of Stores.	Quantity which remained on the 1ſt July 18	Receipts or Supplies ſince.	Total.	Expence or Iſſues.	Remains on 30th June 18

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

— N° 31.—

A REPORT of a Survey taken on the Stores remaining in charge of Agent for Priſoners of War at

Species of Stores.	Quantity found on Survey.		Whether the unſerviceable Articles are convertible to other uſes; and for what; or only fit to be ſold.
	Serviceable.	Unſerviceable.	

— N° 32.—

LIST of Priſoners of War diſcharged out of the Cuſtody of Agent at the ſaid

Current Number.	Number on the General Entry Book.	Name of Prize.	Whether Man of War, Privateer, or Merchant Veſſel.	Priſoners Names.	Quality.	Time when diſcharged.	Whither and by what Order.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

— N° 33. —

the 18

PLEASE to receive the under-mentioned Priſoner, into the Hoſpital.

	N° on the Agent's General Entry Book.	Priſoners Names.	Quality.	Diſeaſe or Hurt.	

To Mr. Surgeon. Agent.

— N° 34. —

HOSPITAL DISCHARGE TICKET.

the 18

The under-mentioned Priſoner, being recovered this Day diſcharged from the Hoſpital.

	N° on the Agent's General Entry Book.	Priſoners Names.	Quality.	Diſeaſe or Hurt.	

To Mr. Agent. Surgeon.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 35.—

LIST of Sick Priſoners of War ſent to and returned from the Hoſpital.

Number on the General Entry Book.	Names.	Ship or Corps.	When ſent to the Hoſpital.	Returned to the Priſon, or died.	Time when.

—N° 36.—

De la Part des Commiſſaires de Sa Majeſté Brittanique pour le Soin et la Surveillance des Priſonniers de Guerre.

REGLES que tous les Priſonniers de Guerre ſeront tenus d'obſerver.

1.]—Tous les Ordres donnés par l'Agent qui aura le ſoin des Priſonniers, ou par quelque autre Officier des Priſons ou Pontons, ſeront obſervés et immediatement executés par les Priſonniers, ſans Diſpute, Réplique ou Héſitation quelconque. Tout Priſonnier eſt défendu de frapper ou même ménacer ou inſulter aucun Officier, Guichetier, ou quelque autre Perſonne employée par le Gouvernement Brittanique dans les Priſons ou Pontons, ſous Peine de perdre ſon tour d'Exchange, d'etre etroitement renfermé dans le Cachot, et privé du tiers de ſa Ration, ou de ſoubir toute outre punition que les Commiſſaires peuvent ordonner.

2.]—Il eſt ſtrictement defendu aux Priſonniers de ſe battre, de ſe quereller, ou d'exciter aucune Emeute, ou aucun Deſordre dans les Priſons ou Pontons, ou dans les endroits où il ſera permis aux Priſonniers de prendre l'Air, ſous peine d'être renfermés dans le Cachot, et privés d'un tiers de leur Ration pendant un Terme proportioné à l'Offenſe.

3.]—Tous les Priſonniers reprondront à l'Appel, toutes les fois que l'Agent l'ordonnera; et s'il ſe trouve quelque erreur, dans la Liſte remiſe à l'Agent, ils l'indiqueront, afin d'eviter la Confuſion qui pourroit reſulter de la mépriſe de Noms; et tout Priſonnier qui refuſera de répondre à l'Appel ſera privé de ſa Ration juſqú à ce qu'il s'y ſoumette.

4.]—Les Priſons et Pontons ſeront balayés raclés et lavés par les Priſonniers, tour à tour auſſi ſouvent et de telle maniere que l'Agent l'ordonnera; et tout Priſonnier qui refuſera de faire ce Service à ſon tour, après en avoir été averti, ſera privé de ſa Ration juſqu' à ce qu'il s'y ſoumette. Un Priſonnier ſur ſix doit être employé chaque jour, à ce Service, et pendant le temps qu'on ſera occupé à nettoyer les Priſons ou Pontons, tous les Priſonniers excepté ceux qui ſeront employés dans le Moment à les nettoyer, doivent quitter les Salles ou Chambres des Priſons.

5.]—S'il arrive quelque Dommage aux Priſons, ou Pontons dans leſquels les Priſonniers ſont rétenus ſoit en voulant s'echapper, ſoit de propos déliberé et a deſſein, par leur faute, les Priſonniers qui auroient occaſionné de tels Dommages ſeront renfermés dans le Cachot, et ne recevront que les deux tiers de la Ration juſqu' à ce que, par cette Deduction, toute, la Dépenſe pour réparer le Dommage ſoit payée. Et en cas que le Contrevenans, tous les Priſonniers renfermés dans la même Salle ou Chambre avec eux, ſeront reduits aux deux tiers de leur Ration pour payer le pris des dites Réparations.

6.]—Tout Priſonnier qui ſera pris en voulant s'echapper, outre la Punition qu'il ſubira pour le Dommage fait par lui aux Priſons, ou Pontons dans leſquels il ſeroit renfermé, reſtera au Cachot pendant dix jours, et perdra ſon tour d'Exchange, et tout Priſonnier qui ſera répris après avoir echappé de la Priſon, ou du Ponton, et ayant par ce moyen occaſionné quelque dépenſe, non ſeulement perdra ſon tour d'Exchange, mais ſera réduit dans le Cachot aux deux tier de ſa Ration

pendant

pendant l'eſpace de dix Jours: Tout Officier ainſi contrevenant ſera dès lors regardé, et traité comme ſimple Matélot ou Soldat.

7.]—Il eſt permis a chaque Priſon d'avoir un marché tous les jours depuis neuf Heurs du Matin juſqu' à midi, excepte le Dimanche, afin de donner aux Priſonniers la facilité d'acheter, les Vivres, ou les Habits qu'ils deſireroient, et pour leſquels ils ont de quoi payer; et l'Agent et les Officiers des Priſons auront ſoin qu'on n'on impoſe pas aux Priſonniers pour le Prix; mais il eſt défendu à tout Priſonnier d'acheter ou de porter dans les Priſons, des Liqueurs des Couteaux, ou des Armes d'aucune eſpèce, ſous peine d'être renfermé dans le Cachot, et reduit aux deux tiers de ſa Ration pendant dix Jours pour chaque Offenſe.

8.]—Il ſera permis aux Priſonniers pendant les heurs du Marché de vendre tous les Articles de leur propre Manufacture, excepté des Mitaines ou Gans de Laine, Chapeaux ou Bonnets de Paille, Tableaux, Images ou Colifichefs obſcènes, et Articles faits des Munitions des Priſons, qui ſont tous ſtrictement défendus, et tout Priſonnier qui ſera trouvé vendant ou faiſant quelques uns de ces Articles défendus, ou qui ſeroit trouvé ayant en ſa Poſſeſſion de tels Articles, ſera renfermé dans le Cachot, et reduit aux deux tiers de ſa Ration pendant trois Jours; et tels Articles prohibés qui ſeront decouverts, ſeront detruits.

9.]—Chaque Priſonnier recevra un Billet de l'Agent, ſpecifiant les differens Articles qui lui ſont livrès; et s'il manque de produire le dit Billet, quand l'Agent la demande, il ſera renfermé dans le Cachot, et reduit aux deux tiers de ſa Ration pendant troix Jours.

10.]—Si quelque Priſonnier vole, ou de propos deliberé en dommage, achete, vend, ou diſpoſe, de quelques Hamacs, Couvertures ou tout autre Article de lits au autres Choſes qui appartiennent aux Priſons le Contrevénant ſera renfermé au Cachot, et ne recevra que les deux tiers de ſa Ration juſqu' à ce que les prémiers frais de tels Articles endommagés ou égarés ſoient remplacés et les dits Delinquans perdront de plus leur tour d'Exchange.

11.]—Tout Priſonnier qui aura acheté, vendu ou diſpoſé, par le jeu ou autrement, de quelques unes des Rations, ou qui auroit vendu ou diſpoſé de quelque Article d'Habillement, quoique ces Articles lui appartiennent, ſera renfermé dans le Cachot, et n'y recevra que les deux tiers de ſa Ration pendant tout le Temps que l'Agent l'ordonnera; et de plus il perdra ſon tour d'Exchange.

12.]—Tout Priſonnier qui achetera, ou ſera Propoſition d'acheter, le tour d'Exchange de quelque autre Priſonnier, ou qui vendra, ou ſera Propoſition de vendre ſon tour d'Exchange, ſous quelque Conſideration ou d'une Maniere quelconque, perdra infailliblement ſon tour d'Exchange; et dans tous les cas les Achéteurs et les Vendeurs ſeront conſiderés également coupables.

13.]—Toutes les Lettres envoyées par les Priſonniers ou addreſſées à eux, doivent paſſer par les Mains de l'Agent, et etrê examinées par lui, et ſi on tentoit d'envoyer des Lettres par quelque autre moyen des telles Lettres etant découvertes, ſeront detruites, et ceux qui les auront écrites, et même tout autre Priſonnier, qui tenteroit de les faire paſſer hors de la Priſon ſeront punis de telle Maniere que l'Agent l'ordonnera.

14.]—Dans chaque Priſon ou Ponton les Priſonniers doivent, chaque Semaine, nommer trois ou cinq d'entréux pour l'examen des vivres livrés par l'Entrepreneur afin de voir ſi leurs differens Articles ſont bons, et s'ils ont toute la Quantité qui leur eſt accordée conformement à la Ration ſtatutée ci deſſus, avec un Surplusde cinq Livres pour chaque cent douze Livres de Pain livrée chaque Jour, au deſſus de la Quantité pour la Ration; et s'il paroit aux dits Priſonniers nommés à cet effet qu'il'y a cauſe de plainte à l'egard des dits vivres ou toute autre choſe que ce ſoit, ils doivent avec reſpect, en informer l'Agent, qui'y remediera, s'il trouve la Plainte bien fondée.

15.]—Les Priſonniers recevront leurs Vivres par Plats de ſix Hommes, et chaque Plat doit nommer un Chef, qui ſera reſponſable de la Gamelle, du Plat de bois, du Bidon, du Pot, et des Cuillers livrées à tel Plat, et il ſera auſſi obligé d'être préſent quand on délivrera les Rations du Plat, dès qu'on commence à les livrer.

16.]—Si on découvre que quelque Priſonnier ſoit echappe, et que les autres du meme Plat auquel il appartient, ont neanmoins recu les Rations entieres, ſans en informer l'Agent, ou quelque Commis ou Guichetier, de l'Evaſion, tous les autres Priſonniers qui ſont du dit Plat, doivent être reduits aux deux tiers de leur Rations pendant dix Jours.

17.]—Un certain Nombre de Priſonniers doivent être Nommés par l'Agent comme Inſpecteurs afin de préſerver le bon ordre dans les Priſons, et faire reſpecter les Regles établies, et en même temps donner avis à l'Agent de la conduite des Priſonniers.

18.]—Des Priſonniers ſeront employés en Qualité de Barbiers, pour raſer les Priſonniers; et il eſt ſpecialement récommendé aux Priſonniers d'avoir toute l'attention poſſible à la proprieté de leurs Perſonnes, etant de la plus grande Importance pour la conſervation de leur Santé.

Ce qui ſuit eſt la Ration journaliére pour un Priſonnier de Guerre a ſavoir.

Une Livre et Demie de Pain.

Une Demi Livre de Bœuf frais.

Un Quart de Pinte de Pois.

Un Tiers d'Once de Sel.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 37.—

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

NOTICE is hereby given, That no Officer, Clerk, Turnkey, or inferior Servant employed in or about any of the Priſons or Priſon Ships for the confinement of Priſoners of War, is permitted to have any intereſt or concern whatever in any Contract relating to the ſaid Priſon or Priſon Ships, or to demand or receive, either directly or indirectly, any perquiſite, fee, or gratuity from any Contractor, Tradeſman, Priſoner, or any other perſon or perſons having connection with or buſineſs to tranſact at ſuch Priſon or Priſon Ships, and that therefore no perſon whatever is to conſider himſelf entitled to any; but that all Officers and Servants, knowing their Salaries when they engage in the Service, muſt be ſatisfied therewith, and any deviation from this rule will be conſidered as a breach of the truſt repoſed in them. No pigs or poultry are to be kept in the Priſon, nor ſluſh or offal of any kind to be carried out of it. The Priſoners are not to be ſtruck either with the hand, ſtick, whip, or any weapon whatever, but are on all occaſions to be treated with humanity, their complaints liſtened to, and their real grievances redreſſed.

The utmoſt care is to be taken that the Contractors do not impoſe on the Priſoners, by delivering proviſions inferior in quality or leſs in quantity than they are bound to do by their Contracts, for which purpoſe a certain number, choſen by themſelves, is to be permitted to inſpect every ſpecies of proviſion on its coming into the Priſon, in order that they may be convinced that juſtice is done to them.

A Reward of One Guinea, over and above all neceſſary and reaſonable expences, will be paid for retaking and bringing back to the Priſon any Priſoner who may have eſcaped, unleſs he ſhall have been retaken by one of the Guard doing duty over the Priſoners at the time of the eſcape, or by a Turnkey or other perſon belonging to the Priſon, whoſe duty it is to prevent ſuch eſcape.

—N° 38.—

BY the Commiſſioners for conducting His Majeſty's Tranſport Service, and for the Care and Cuſtody of Priſoners of War.

RULES to be obſerved at the Market at the Priſon of

1.]—Perſons of all deſcriptions, having articles to ſell which are not prohibited by any ſubſequent regulations, are to be admitted to the market, from nine o'clock till twelve, every morning (Sundays excepted); but previous to their going to market, they are to be ſtrictly ſearched at the gate.

2.]—Two Turnkeys and a Serjeant of the Guard, or ſuch other non-commiſſioned Officer as the Commanding Officer may appoint, are to attend during the market hours, to ſee that no ſpirituous liquors, knives, or weapons of any kind are introduced.

3.]—Perſons attending the market are not to go beyond the limits allotted for that purpoſe, and on no pretence to be admitted within the paling, or ſuffered to have any private communication with the Priſoners, or to deliver or receive any letters to or from them; and when the market is over, they are immediately to leave the Priſon.

4.]—The ſtricteſt attention is to be paid, that no perſon attending the market impoſe on the Priſoners in buying or ſelling, by charging more than the market price of the neighbourhood, or giving them baſe money for what they may purchaſe; any perſon who may be detected in ſuch mal-practices is to be immediately turned out of the Priſon, and on no pretence whatever to be re-admitted.

5.]—Every perſon is to be permitted to purchaſe from the Priſoners any article of their own manufacturing, with the exception of woollen mittens or gloves, ſtraw hats, caps or bonnets, obſcene pictures, images or toys, and articles made from Priſon Stores, which are ſtrictly prohibited.

6.]—No perſon is to be allowed to purchaſe from the Priſoners any article of King's Stores, or any article of bedding or wearing apparel, whether it may be the property of the Priſoners themſelves or ſupplied to them by Government; and any one who may be detected in making any ſuch purchaſe ſhall be proſecuted as the law directs, and is to be ſecured in the Turnkey's Lodge until he can be carried before a Magiſtrate.

—N° 39.—

LIST of Prisoners of War confined in the Black Hole at Prison, on the Day of 180 .

N° on the General Entry Book.	Names.	Quality.	Ship or Corps.	Country.	Cause of Confinement.	Proposed Term of Confinement.	When put into Confinement.	State of Health.	On what Allowance.	Amount of Expences to be made good.

—N° 40.—

LIST of Prisoners embarked at the 180 , on board the Master, destined to

Current Number.	Prizes Names.	Men of War, Privateer, or Merchant Vessel.	Prisoners Names.	Quality.

Le Commissaire de la Marine est prié, de donner un Reçu pour les Prisonniers, au bas de cette liste, et d'y mentionner, le jour de leur Debarquement, et s'ils ont eté avitaillés ou non, ce jour la.

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

—N° 41.—

REGULATIONS relative to the Preſervation and Repairs of all Buildings appertaining to His Majeſty's ſeveral Naval Eſtabliſhments.

General Care of Buildings.

Examination of roofs.

1. That all roofs be examined quarterly throughout the year, alſo at the breaking up of every froſt, and after every extraordinary high wind.

Of gutters and water-pipes.

2. That all gutters and rain-water trunks and pipes be examined and cleaned quarterly, as alſo upon any appearance of leakage in the roof.

Care of roofs after falls of ſnow.

3. That after every fall of ſnow, particularly on buildings having parapet walls to their roofs, the ſnow be cleared from the gutters and pipes as ſoon as poſſible, but that it be allowed to remain on the roofs until it melts away of itſelf.

Care of water-pipes during froſt.

4. That in time of froſt the neceſſary precautions be taken to prevent the water in expoſed water pipes from freezing, ſuch as cauſing a ſmall ſtream of water to run conſtantly through them, or covering them up with litter, ſaw-duſt and ſhavings, aſhes, or other ſubſtances which conduct heat ſlowly.

Sweeping of chimnies.

5. That chimnies, in which there is any occaſional fire, be ſwept once a year.

6. That chimnies in which there is a conſtant fire in the winter ſeaſon, and flues of coppers and ovens, be ſwept not leſs than once nor oftener than twice a year.

7. That kitchen chimnies be ſwept quarterly throughout the year.

Period of general repair.

8. That once in eight years, being the period at which buildings in general will require to be painted within ſide as well as without, be conſidered as the time for general repairs.

Carpenter's Work.

Urgent repairs.

9. In caſe of accidental damage to the wood work of any building, which may be likely to be productive of eſſential injury to the building itſelf, or which may be any material impediment to the uſe of the building, that ſuch damage be repaired immediately.

Repairs not urgent.

10. That all repairs of wood works, which can be poſtponed without material injury to the building, be put off till the time of general repair.

Bricklayer's and Maſon's Work.

Urgent repairs.

11. On the diſcovery in a building of any failure, from the neglect of which the building itſelf would ſuffer, ſuch as the falling off of ſlates or tiles from the roof, that the damage be immediately repaired.

Repairs not urgent.

12. That all repair of the brick or maſonry work in or about any building that can be poſtponed without immediate injury to the building, ſhould be put off to the time of general repair.

Pavement.

13. That in like manner the repair of the pavement in or about buildings, ſuch as that of domeſtic offices, court yards, &c. be deferred (if poſſible) to the time of general repair of the buildings.

Paint Work.

New work.

14. That all new wood work requiring to be painted, either within ſide or without ſide of any building, be painted three times in oil.

Old work, when renewed.

15. That all paint work on the outſide of any building, as alſo poſts, chains, or rails, be repainted every four years, either once, twice, or three times in oil, according to the degree of expoſure of the ſituation, as alſo according to the value of the work on which it is beſtowed.

Inſide work, when renewed generally.

16. That all inſide work will be allowed to be painted once in eight years; twice in oil, if thought neceſſary.

When renewed partially.

17. That in the houſe allotted for the reſidence of the ſuperior Officer of each department four rooms, and in the houſes of other Officers two rooms, be allowed to be painted (once in oil, clear cole and finiſh) at the intermediate term of four years, between the times of general repair.

Repairing paint work.

18. That on the occaſion of any ſmall reparation that may be neceſſary to the wood work of any building, ſo much only of the paint work as has been defaced by the repair, be allowed to be repainted.

Painting ſtone work abolished.

19. That the painting of ſtone work about buildings, as are now practiſed in His Majeſty's Dock Yards, be diſcontinued.

Colours allowed for outſide work.

20. That none but common colours be allowed for outſide work of any deſcription whatſoever.

Expenſive colours, where allowed.

21. That excepting in two rooms of the houſe allotted to the ſuperior Officer of each eſtabliſhment, no expenſive colours, ſuch as lilacs, pinks, bright greens, and other colours of equal coſts, be allowed, nor any dead white.

No oil paint where lime whiting will ſuffice.

22. That no oil painting be allowed where lime whiting may be ſufficient for the preſervation of the building and for cleanlineſs, excepting only in the dwelling-houſes of Officers, where, in conformity to general ideas of neatneſs, paint work for the principal parts of the houſe may be ſtill allowed.

Lime Whiting

General uſe of lime whiting.

23.—That with a view to cleanlineſs and healthfulneſs, as well as to economy, the kind of white waſhing called lime whiting be ſubſtituted inſtead of white waſhing with whitening and ſize, in

in regard to buildings of every deſcription, excepting only that common white waſhing may for the preſent be continued to be allowed for the principal apartments of dwelling-houſes.

24. That for the accommodation of Officers to whom houſes are allowed in any Naval Eſtabliſhment, all bedſteads or other furniture liable to harbour vermin, be permitted to be lime whited or waſhed with lime-water annually, if aſked for. Furniture may be lime whited.

25. That in all caſes where lime whiting is employed, it be allowed to be renewed annually, if aſked for. Lime whiting renewed annually.

26. That all Store-houſes for bedding and ſlops be lime whited twice a year, if circumſtances will admit of it. Twice a year.

27. That all buildings appropriated to the uſe of the Sick be lime whited four times a year, or as often as thoſe entruſted with the care of them may think neceſſary. Four times a year.

28. That where lime whiting is employed for walls within a dwelling-houſe or office, a ſmall proportion of ochre, or any other colouring matter of equal cheapneſs, be allowed to be mixed with the lime. Mixture of colours with lime whiting.

29. That common white waſhing allowed to Officer's houſes, be allowed to be renewed only at the ſame time with the paint work. Common white waſhing.

Glazing.

30. That beſt Newcaſtle crown glaſs, or glaſs of equal goodneſs, be allowed only for the two principal floors of dwelling-houſes. Beſt Newcaſtle crown glaſs.

31. That ſecond Newcaſtle crown glaſs, or glaſs of equal goodneſs, be allowed for all public offices, and for all parts of dwelling-houſes where the beſt is not allowed, excepting ſervants apartments and domeſtic offices. Second Newcaſtle crown glaſs.

32. That Newcaſtle green glaſs, or glaſs of equal goodneſs, be the kind of glaſs allowed for garrets, kitchens, and domeſtic offices in dwelling-houſes, as alſo for all ſtorehouſes, workſhops, ſheds and buildings, other than thoſe above ſpecified. Newcaſtle green glaſs.

33. That glazing in general be repaired when found neceſſary, but not on account of cracks in panes. Repairs of glazing.

34. That the windows of offices, and of the two principal floors of dwelling-houſes, be allowed to be cleaned, within ſide and without, twice a year, and thoſe of the ſuperior Officer of each department four times a year, and the windows of other parts of dwelling-houſes and of workſhops once a year, and that rather at the beginning of October, when the days are becoming ſhort, than at any other time; beſides which, it is very important that the readineſs for uſe of the engines prepared for extinguiſhing of fire ſhould be frequently aſcertained, thoſe engines ſhould be uſed at leaſt once a month, for waſhing the outſides of windows to buildings in general, according as they ſtand moſt in need of it. Cleaning windows.

Paper Hangings.

35. That in the caſe of all new houſes, or at the time of general repair in old ones, where the wainſcotting is materially decayed, paper hangings be allowed throughout, excepting for ſervants rooms and domeſtic offices. Paper hangings, where allowed.

36. That the period for new papering be the ſame, when found neceſſary, as for new painting, viz. at the end of eight years, excepting that at the intermediate term at which a certain number of rooms are allowed to be re-painted, the paper-hanging of thoſe rooms may then be repaired, and new borders allowed, if the old ones have ſuffered unavoidable injury. Time for new papering.

37. That the average prices to be allowed for paper, including the expence of hanging, be as follows: Prices of paper.

For four rooms in the houſe of the ſuperior Officers, at the average rate of 10*d.* per yard for the hangings and 8*d.* for the borders.

For two rooms in the houſes of other Officers, at the average rate of 9*d.* a yard for the hangings and 6*d.* a yard for the borders; and for all other parts of the houſe where paper is allowed, at the average rate of 6*d.* a yard for the hangings and 2*d.* a yard for the borders.

38. That no additional expence be incurred for under paper. No under Paper.

39. That no paper-hanging be allowed for ſervants apartments or domeſtic offices. Paper, where not allowed.

Fixtures to Dwelling-houſes and Offices.

40. That at the entrance of each Officer into the houſe allotted for his reſidence, he be required to ſign a Schedule of all the fixtures contained therein, to which Schedule any occaſional addition to the fixtures ſhould from time to time be added; and that at the removal or death of the occupant, he or his executor be required to deliver up in good order the ſaid fixtures, or to make good, at his own expence, any deficiencies, reaſonable wear and tear excepted. Occupants of houſes reſponſible for fixtures by Schedule.

41. That in like manner every Officer or Clerk who is provided with an office, be required to ſign a Schedule of the fixtures contained in it, and be reſponſible for them.

42. That in theſe Schedules there be noted not only the larger articles of fixtures, ſuch as ciſterns, coppers, ſtoves, preſſes, ſhelves, but alſo ſuch ſmall articles as it is uſual to inſert in agreements between landlords and tenants; ſuch as locks, finger plates, cloak pins, hooks, rings, faſtenings to windows, and particularly keys to locks, articles on account of which the expenditure from careleſſneſs has been very great. Contents of Schedules.

43. That fixtures, when worn out by real uſe, be returned into ſtore, and new ones furniſhed in lieu; but that the renewal, if poſſible, be poſtponed to the time of general repair. Fixtures replaced when worn out.

44. That

New lacquering brafs work.

44. That no expence be incurred for lacquering of brafs work, fuch as locks, hinges, finger plates, cloak pins, efcutcheons, &c. but at the time of general repair, if then found neceſſary.

Cleaning iron work when allowed.

45. That no expence be incurred for cleaning or oiling fmoak jacks, for cleaning or poliſhing ſtoves, fire-irons, fender, or other iron or ſteel fixtures, excepting what may be allowed at the time of general repair.

No allowance of ſcouring paper or black lead.

46. That no ſcouring paper or black lead be allowed for any dwelling-houſe at any time, excepting what may be uſed by the workmen at the time when general repair is allowed.

Annual allowance of ſmiths work.

47. That there be allowed two days work of a ſmith annually in each dwelling-houſe, or four days work in the inſtance of a ſuperior Officer, for the purpoſe of keeping bells, locks, and other fixtures in repair.

Annual allowance of joiners work.

48. That there be allowed two days work of a joiner annually in each dwelling-houſe, or four days work in the inſtance of a ſuperior Officer, to aſſiſt in replacing bedſteads or other furniture that may have been removed, for the purpoſe of deſtroying vermin or other neceſſary purpoſes.

Miſcellaneous Regulations.

Aſſiſtance allowed to a new occupant.

49. That at the coming in of a new occupant to a houſe in any of the Naval Eſtabliſhments, he be allowed for the putting up of his furniture the aſſiſtance of ſix days work of a joiner, or twelve days work in the caſe of a ſuperior Officer.

Unneceſſary change of occupants not allowed.

50. For the purpoſe of ſaving the various expences and miſemployment of time attendant on the removal of an Officer from one houſe to another, that for the future no Officer already reſident in any of the Naval Eſtabliſhments be permitted, on his appointment to any other ſituation in the ſame Eſtabliſhment, to remove from the houſe he occupies, excepting in thoſe caſes where there is a material ſuperiority in the accommodations afforded in the houſe which had been occupied by his predeceſſors.

Former regulations annulled.

51. That all former regulations reſpecting the repairs of buildings be conſidered as annulled; but if any caſe ſhould ariſe which is not herein provided for, it be the duty of the reſpective Officers to apply for further inſtructions.

—N° 42.—

FORM of an OATH to be taken and ſubſcribed by all Officers and Clerks employed at the Depôts for Priſoners of War.

I do ſincerely promiſe and ſwear, That I will be faithful, and true allegiance bear to His Majeſty King George the Third, and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at the Depôt for Priſoners of War at and will ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given me by the Commiſſioners of His Majeſty's Tranſport Service, &c.; and that I will not, either directly or indirectly, accept, take or receive from any Priſoner of War, or from any Contractor, Tradeſman, Workman, or any other Perſon or Perſons whomſoever, any ſum or ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of over and above my Salary, and ſuch allowances as may from time to time be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners of His Majeſty's Tranſport Service, &c.; and that I will not, either directly or indirectly, have any intereſt or concern in any Contract under the Tranſport Board, or any other Naval Department, or in any Stores furniſhed or provided for the Service of Government, or in the purchaſe of any which ſhall be ſold by Government, or by the order of Government, and that I will not demand, take or receive, either directly or indirectly, any fee, gratuity or reward, for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered into any Department under the Tranſport Board.

So help me God.

—N° 43.—

FORM of a BOND to be given by all Officers and Clerks employed at the Depôts for Priſoners of War.

KNOW all Men by theſe Preſents, That I am held and firmly bound unto our Sovereign Lord George the Third, by the grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made I bind myſelf, my heirs, executors and adminiſtrators, firmly by theſe Preſents. Sealed with my ſeal, dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 180

The

Appendix to the Inſtructions to the Agents for Priſoners of War at Home.

The Condition of this Obligation is ſuch, That if the above bounden do and ſhall faithfully, honeſtly and diligently, to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of to which he has been appointed at and ſhall ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given him by the Commiſſioners for the Tranſport Service, or by any Officer ſuperior to him in his line of duty, and ſhall not, either directly or indirectly, accept, take or receive from any Priſoner, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, nor receive any emolument whatever in reſpect to his ſaid office of over and beyond the Salary, and ſuch allowances as may from time to time be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners, and ſhall not, either directly or indirectly, have any intereſt or concern whatever in any Contract under the Tranſport Board, or any other Naval Department, nor demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, for the nomination, appointment or entry, or for interference in the appointment or entry of any Clerk or Perſon appointed or entered in any Department under the Tranſport Board, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered, (being firſt duly ſtamped) in the preſence of

— N° 44. —

FORM of Quarterly Affidavit reſpecting Fees, &c.

THESE Deponents employed in the Department of Priſoners of War at voluntarily make Oath, That during the quarter commencing the and ending the they have not received, either directly or indirectly, any perquiſite, fee, reward, or gratuity of any kind whatever, from any Contractor, Tradeſman, Priſoner, or Commiſſary for Priſoners, or any Perſon or Perſons having any connection with them, the ſaid Deponents, in the diſcharge of their public duty.

Sworn before me this day of 180 E. F.

A. B.
C. D.
&c.

INSTRUCTIONS

To the AGENTS for PRISONERS of WAR on PAROLE at HOME.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—The Agents at the Ports from which any Priſoners of War are to be ſent to reſide on parole under your care, being directed to forward to you by poſt a Liſt of their names, qualities, &c. you are, by the firſt poſt after ſuch Priſoners ſhall arrive, to tranſmit to this Office a Liſt of them in the annexed form; and as you will be informed when any Priſoner ſhall have left a priſon or other place, with permiſſion to go on parole, of the time limited in his paſſport, if he ſhould not arrive within the time fixed, or if it ſhall appear to you that he ſhall have deviated or made any unneceſſary delay in his journey, you are immediately to report the circumſtance to us, and to the Agent at the priſon or place from whence he ſet out. Appendix, N° 1.

2.]—Whenever you ſhall have received any Priſoners under your care, you are immediately to demand of them their ſwords, and ſuch other arms as they may be poſſeſſed of; and you are to keep ſuch ſwords and other arms in your cuſtody until the owners ſhall be permitted to leave this country, when they are to be returned, for which purpoſe you are to give to each Priſoner a receipt for the articles you may receive from him: you are alſo, whenever any Priſoners ſhall have been received under your care, to examine the certificates and paſſports which they may have in their poſſeſſion, and to take care that each of them be furniſhed with a regular certificate, under the hands and office ſeal of this Board, agreeably to the annexed form. If you ſhould have cauſe to believe, upon the arrival of any Priſoner on parole, that he is not of the claſs repreſented in the certificate with which he is furniſhed, or does not in every reſpect anſwer the deſcription given of him thereon, you are to report the ſame to us for our direction, without which you are not to make any alteration as to the rank of any ſuch Priſoner; paſſports being delivered to the Priſoners merely for their protection to the place of parole, are to be taken from them, and tranſmitted to this Office with your next Returns. Appendix, N° 2.

Appendix, N° 3. 3.]—You are to keep a general Entry Book according to the annexed form, in which you are regularly and without delay to enter the names, &c. of all ſuch Priſoners as may from time to time be received under your care, together with accurate deſcriptions of their perſons. The original number of each Priſoner in this book is to ſtand invariably againſt his name, during the time he may remain under your care.

4.]—The Priſoners in health are to be ſubſiſted by you as follows, viz. Commiſſioned Officers in the Naval or Land Service after the rate of one ſhilling and ſixpence per man per diem; all other Priſoners after the rate of one ſhilling per man per diem. No other allowance than thoſe reſpective rates of ſubſiſtence is to be granted to a Priſoner in health on any account whatever. You are not to pay any Priſoner as a Commiſſioned Officer, without having firſt obtained our particular order for ſo doing; and for this purpoſe, immediately
Appendix, N° 4. after any Priſoner who may appear to you to be of any of the ranks ſpecified in the form annexed, ſhall be entruſted to your care, you are to tranſmit to us his Commiſſion or other Papers, proving his actual rank at the time of capture; but you are to obſerve, that Priſoners taken in Privateers or Merchant Veſſels are not to be conſidered as Commiſſioned Officers, whatever may be their rank in the Navy of their country. The parole ſubſiſtence of Priſoners is to commence always on, and for the day immediately ſucceeding that on which they ſhall have ceaſed to be victualled at the priſon or other place they ſhall have been ſent from, according to the Report which the Agent at ſuch place may make to you; but until you receive ſuch Report, you are to pay the Priſoners only from the day of their arrival at the place of parole inclusive.

Appendix, N° 5. 5.]—When the Surgeon ſhall certify to you in writing in the annexed form, that any Priſoner is ſo ill as to require the attendance of a Nurſe, you are to pay ſuch Priſoner one ſhilling and ſixpence per diem, if a Commiſſioned Officer, and to others nine pence per diem, over and above the uſual allowance to a Priſoner of a ſimilar rank in health, with ſixpence a day in addition for the firſt twelve days to ſuch as may have the ſmall-pox, and continuing ſuch ſubſiſtence only ſo long as he ſhall appear by the Surgeon's certificate to require nurſing; and when any Priſoner ſhall have ceaſed to ſtand in need of nurſing, the Surgeon
Appendix, N° 6. will deliver to you a certificate in the annexed form. The Surgeon being directed by his
Appendix, N° 7. Inſtructions to give you, at the end of each month, a general Liſt of all the Priſoners who
Appendix, N° 8. ſhall have received ſick ſubſiſtence by his deſire, with an Affidavit in the annexed form, ſuch Liſt and Affidavit are to be annexed to your Account of Subſiſtence, to ſerve as a voucher to your charges of extraordinary ſubſiſtence on account of ſick Priſoners.

6.]—The correſpondence of the Surgeon with us is to paſs through your hands, and his Account of cures is to be delivered to you at the end of each month, in order that you may tranſmit the ſame to this Office regularly with your Monthly Accounts.

7.]—The Priſoners are to be paid in advance twice in every week, viz. on Tueſdays and Saturdays, and the payments are to be made by yourſelf; but no Priſoner in health is to be paid, who ſhall not appear at the time and place appointed for the purpoſe, ſuch periods of payment being alſo to be conſidered as muſters of the Priſoners. Thoſe who ſhall wilfully diſobey this regulation, are to be immediately ſent to the neareſt priſon, with a proper guard, as is hereafter provided for in caſes where Priſoners break their parole.

Appendix, N° 9. 8.]—A Weekly Account, made out according to the form annexed, of the ſtate of the Priſoners under your care, and ſigned by you and the Surgeon, is to be tranſmitted by poſt, ſo as to arrive at this Office regularly every Monday, and the names of ſuch Priſoners as may have abſconded in the courſe of the week are to be written on the back of it. You are by
Appendix, N° 10. the ſame poſt to tranſmit a Liſt, made out in the annexed form, of ſuch Priſoners as may have died within the ſame period.

Appendix, N° 11. 9.]—A Monthly Account of the ſubſiſtence paid to the Priſoners is to be kept in the form annexed, and to be tranſmitted to this Office immediately after the expiration of each
Appendix, N° 12. calendar month, accompanied with an Affidavit agreeably to the annexed form. This Account is to contain the names of all the Priſoners on parole, in the order in which they ſtand on your general Entry Book, and in the proper column of it each Priſoner ſubſiſted by you is to ſign his name againſt the ſum ſtated to have been paid him in the courſe of the month. In order alſo that the neceſſary receipts may be regularly obtained from ſuch Priſoners as may be diſcharged in the courſe of the month, you are always to have an Account prepared, with the names of all the Priſoners on parole regularly inſerted in it, according to their order in your general Entry Book, ſo that you may at any time fill up the date of diſcharge, the number of days ſubſiſted, and the ſum paid, and cauſe the parties to ſet their names againſt the ſame. You are not on any account whatever to allow one Priſoner to ſign for another; and in caſes of the death or abſconding of parole Priſoners, you are to ſtate the circumſtance againſt the names of the parties in the column intended for their ſignatures. The date of our order for allowing ſubſiſtence as Commiſſioned Officers to Priſoners, is to be noted againſt their reſpective names on the Account for the firſt month in which they ſhall have been paid ſuch ſubſiſtence. You muſt be particularly careful to fill up all the columns of this Account accurately and diſtinctly; and alſo to ſpecify againſt each Servant's name that of the Officer whom he may attend in ſuch capacity.

10.]—If any women, or girls or boys under twelve years of age, ſhould at any time accompany the Priſoners under your care, you are not, without our ſpecial authority, to pay them any allowance whatever for ſubſiſtence on account of this department, as ſuch perſons are not meant to be treated as Priſoners of War, and are not prevented from leaving the country whenever they may think proper, upon applying for paſſports from us for that purpoſe. During the time, however, of their remaining with the Priſoners under your care, you are always to note the number of women, girls and boys, at the foot of your Weekly Returns, and alſo

alſo to tranſmit to us a Liſt of their names, &c. when you ſend a Liſt of the Priſoners whom they accompany. When any Priſoners, having children under their protection, ſhall be about to be releaſed, you are to be particularly careful that ſuch children be not ſuffered to be left behind.

11.]—When you receive under your care Priſoners of different nations in hoſtility with this country, you muſt be particularly careful to keep ſeparate and diſtinct Accounts for thoſe of each nation, not only as to what may relate to their ſubſiſtence, but alſo ſeparate general Entry Books, Receiving and Diſcharging Liſts, Weekly Returns, &c. All Priſoners are to be conſidered as belonging to the country in whoſe immediate ſervice or employment they ſhall have been taken, and not claſſed according to the countries of which they may have been natives or ſubjects.

12.]—You are to cauſe to be hung up, in the moſt conſpicuous parts of the town, ſuch notices and regulations reſpecting the conduct of the Priſoners, as you will from time to time be furniſhed with by us, and you are to take particular care that theſe regulations be ſtrictly adhered to. If a Priſoner ſhould behave with impropriety towards any of the inhabitants, or otherwiſe conduct himſelf diſorderly, you are immediately to communicate the circumſtance to us, in order that we may take ſuch ſteps for his puniſhment as we may judge proper; and on the other hand it is to be made known, that the Priſoners will be protected from inſults when they behave themſelves becomingly: you are accordingly on all occaſions to liſten to their complaints, and to cauſe their real grievances to be redreſſed, by application to the Magiſtrates or otherwiſe, ſo far as may lie in your power.

13.]—When any money ſhall be remitted to you for the uſe of Priſoners under your care, you are to pay the ſame to them without any commiſſion or charge or deduction whatever, excepting for the coſt of the Stamps of any Bills you may draw, or Receipts which may be neceſſary for money ſo paid.

14.]—You are to employ a perſon to ring a bell daily, in the morning at ſix o'clock and in the evening at five o'clock, in the months of November, December, and January; ſeven o'clock in the months of February, March, April, September, and October; and at eight o'clock in the month of Auguſt, and at nine o'clock in the months of May, June, and July; and you are to allow the perſon ſo employed after the rate of nine pence per diem. If there ſhould be no reaſonable objection on the part of the inhabitants, we think it proper that the bell ſhould ring one full quarter of an hour in the evening, in order to give ample time for the Priſoners to be in their lodgings; and you are diſtinctly to apprize them, that if they ſhould not be at home *within* that time, the penalty attending ſuch deviation from their parole will be rigorouſly enforced.

15.]—You are to deliver to each of the inhabitants who lodge Priſoners of War, a printed notice, ſigned by yourſelf, that they are not to receive any Priſoner without an order from you in the annexed form; and that no Priſoner is to quit ſuch lodging, or to have his baggage delivered up, unleſs he produce another order from you, mentioning the place he means to remove to, in the annexed form. Theſe orders are to be properly filled up, and ſigned by yourſelf. The inhabitants are to be requeſted to give you immediate information when any of the Priſoners may not be in their lodgings at the hour appointed; and you are not to permit any Priſoner to lodge in the houſe of any of the inhabitants whom you may find acting contrary to ſuch notice. Appendix, N° 13. Appendix, N° 14.

16.]—Beſides carefully muſtering the Priſoners on the days appointed for paying them, they are alſo to be muſtered immediately after you may have cauſe to ſuſpect any of them may have run; and when you can aſcertain the names of any who may have ſo broken their parole, you are to report the ſame to us without delay, with the route which there may be reaſon to believe they ſhall have taken, and to apply to the neareſt Magiſtrate for his aſſiſtance in apprehending them, if neceſſary.

17.]—You are not, on any account or under any pretence whatever, to permit a Priſoner to go beyond the limits aſſigned to him, of one mile from the extremity of the town, or to remain out of his lodgings after the reſpective hours allotted for the ringing of the bell, without our ſpecial authority for ſo doing; and if any Priſoner ſhould exceed the limits ſo aſſigned, or ſhould be out of his lodgings before the ringing of the bell in the morning, or remain out after the reſpective hours appointed in the evening, he is to be conſidered as having broken his parole. You are therefore to make it publicly known, that a reward of one guinea over and above all neceſſary and reaſonable expences, will be paid to any perſon or perſons who ſhall ſecure and bring any ſuch Priſoner to you; and if, on enquiry into the matter, you ſhould find that the Priſoner was actually out of his lodgings at an improper hour, contrary to the regulations, or had gone ſo far that he muſt have been aware of his having exceeded the limits preſcribed, you are to pay the above reward, taking a receipt for it, atteſted by two credible witneſſes, and to charge the money as a contingency in your Monthly Account. You are immediately, by application to a Magiſtrate, to cauſe every Priſoner who ſhall have ſo forfeited his parole to be confined in the neareſt gaol, where he is to remain until you receive our directions for the further diſpoſal of him; and for this purpoſe you are, by the firſt poſt, to report the circumſtances of the caſe to us, ſtating particularly, whether you ſhall have reaſon to believe that the Priſoner has been in any way induced, enticed, or aſſiſted by any of the inhabitants in ſuch breach of his parole. If you ſhould be directed to ſend any ſuch Priſoner to a place appropriated for the confinement of Priſoners of War, you are to ſend him properly guarded, and to acquaint the Agent at the place with the nature of his offence, and the total amount of the expence attending his apprehenſion, in order that he may be kept on ſhort allowance of proviſions until ſuch expence be made good. The bills of expences incurred in all ſuch caſes are alſo to be tranſmitted to us, and you are not to pay them until you have our permiſſion for ſo doing. You

are likewiſe to make it publicly known, that if any Priſoner who ſhall have broken his parole, ſhall be apprehended nearer to a place where Priſoners of War are confined than to his place of parole, he is to be conducted in the firſt inſtance to the Priſon, where the Agent will make the proper examination, and pay the reward and reaſonable expences incurred. Upon the breach of parole of any Priſoner, you will immediately take poſſeſſion of the whole of his effects.

18.]—As all Priſoners admitted to parole engage not to receive or write any letter or letters whatever, excepting ſuch as ſhall paſs through the hands of the Agent, you muſt take care that no letters be delivered to or ſent from the Priſoners under your charge, but ſuch as ſhall ſo paſs through your hands; and you are to write your name upon them, ſignifying that they have done ſo; and if you ſhould by any means diſcover that a Priſoner, regardleſs of the engagements he has entered into, receives or writes a letter not paſſing through your hands, he is to be conſidered as having broken his parole, and to be treated accordingly. But in order that this very neceſſary regulation may be properly attended to, you are to requeſt of the Poſtmaſter where you reſide, to receive no letters whatever from the Priſoners, and to deliver all letters addreſſed to them, to you; as all letters whatever, whether written by or intended for Priſoners, are to be tranſmitted to this Office for examination, from whence they will either be forwarded to their reſpective addreſſes, or returned to you for delivery, as the caſe may require, ſhould they contain nothing improper. You are diſtinctly to apprize all the Priſoners under your care, that if any of them ſhould be detected in ſending or receiving any letter, excepting through your hands, agreeably to their parole engagements, they will be treated as above-mentioned, and be kept in cloſe confinement until the end of the war. No Priſoner about to return to his own country, is to convey a letter or other written document from any Priſoner or other perſon, and before you ſhall deliver to any ſuch Priſoner his paſſport to leave the country, you are to make him acquainted with this regulation, ſtating to him at the ſame time, that if he ſhould be detected in attempting to convey any letter or other document as before-mentioned, he will not only be detained, but will be put into cloſe confinement. No intercourſe by meſſengers is to be allowed to be carried on by the Priſoners under your care and thoſe at any other place, and ſhould you detect any perſon ſo employed by any of the Priſoners, you will not fail immediately to report all the circumſtances of the caſe to us, in order that we may take neceſſary ſteps for bringing ſuch offender to juſtice.

Appendix, N° 15.

19.]—You are not to diſcharge any Priſoner from under your care, without a particular order from us for ſo doing; and after the diſcharge of any Priſoners, you are by the firſt poſt to tranſmit to us a correct liſt of them, agreeably to the form annexed ſpecifying the day of diſcharge, and to and for what day they may have been ſubſiſted. You will at the ſame time tranſmit to us the engagements ſigned by the Priſoners if releaſed on parole; and with your next Monthly Account, you are to return to this Office all the parole certificates of the form annexed, which you are to take from the Priſoners who may be diſcharged, previouſly to the delivery of their paſſports. Upon the removal of any Priſoner to another place of parole, he is, after having ſigned a freſh engagement, to have a new certificate given to him properly filled up, and his engagement, with his former certificate, is to be ſent to this Office. Priſoners ſo removed are before they ſet out to be apprized, that if they ſhould be found deviating from the direct route pointed out in theſe paſſports, or exceed the time, they will be liable to impriſonment. A regular Liſt of them is to be tranſmitted to the Agent at the place to which they may have been ſent, ſtating the rates of their ſubſiſtence, and up to what day inclusive they ſhall have been reſpectively paid. The arms of all ſuch Priſoners are to be ſent by you to the Agent, with the particulars as to whom they belong.

Appendix, N° 16.

Appendix, N° 2.

20.]—Upon the death of any Priſoner, you are immediately to take poſſeſſion of all the effects he may have left, tranſmitting to us an inventory thereof, certified by two or three of the moſt reſpectable of the Priſoners, and waiting our directions for their diſpoſal, and if we ſhould authorize you to diſpoſe of them by public auction, you are to tranſmit to us an account of the proceeds, ſigned by you and the auctioneer by whom they were ſold, with the balance remaining in your hands, after deducting therefrom the amount of the expences of the funeral. Every ſuch funeral is to be performed in the moſt economical manner conſiſtent with decency, a plain elm coffin being allowed, but no gloves, hatbands, or any other expence whatever which can be avoided, and the funeral charges are in no caſe to exceed the ſum of two guineas, unleſs the other Priſoners chooſe to defray the charge thereof.

21.]—For your trouble in carrying on this ſervice you will be allowed a commiſſion of five per cent. upon all your diſburſements for the ſubſiſtence of Priſoners, but not for contingent charges. You will alſo be allowed after the rate of guineas per annum for ſtationary, and one ſhilling for each affidavit.

22.]—The particulars of all contingent diſburſements for each claſs of Priſoners which you ſhall have made in each month, are to be diſtinctly ſtated at the end of the reſpective Accounts of Subſiſtence for that month, accompanied with original receipts and other vouchers for the money paid; and at the end of each month you are to take care to tranſmit to us, with the Accounts of Subſiſtence, a general Account Current, on the debtor ſide of which you are to inſert the amount of ſubſiſtence paid to each claſs of Priſoners reſpectively in that month, the commiſſion upon that ſubſiſtence, the allowances for ſtationary and affidavits, and alſo the amount of the reſpective Accounts of contingent diſburſements; and you are to give credit for all the bills which may be drawn by you upon us in each month, carrying on the balance, if any, from month to month.

23.]—You are to give timely notice when any money may be wanted to carry on the Service, ſtating the balance in your hands, and not to draw on us without having firſt obtained our leave for ſo doing. All your drafts muſt be drawn at ſix days after ſight, and muſt expreſs

preſs the Service for which they may be drawn; and you are always immediately to adviſe us by letter of every Bill which you may draw.

24.]—You will be furniſhed with the neceſſary printed forms from this Office, and you are to take care that none of them be unneceſſarily uſed or waſted; and that ſuch of them as ſhall be made uſe of may have all the columns properly and correctly filled up in every inſtance.

25.]—Whenever you may find it expedient to be abſent from your duty, it is neceſſary that you ſhould depute an intelligent and proper perſon to act for you, it being of conſiderable conſequence that we ſhould be informed *immediately* of any breach of parole, or other irregularity or miſconduct which may at any time happen; and in caſe ſuch abſence ſhould exceed two days, it is to be reported to us for our approval.

Given under our Hands at the Tranſport Office,
this day of

To
Mr.
Agent for Priſoners of War
on parole at

By Command of the Commiſſioners.

APPENDIX

TO THE INSTRUCTIONS TO THE AGENTS FOR PRISONERS OF WAR ON PAROLE AT HOME.

Appendix to the Inſtructions to the Agents for Priſoners of War on Parole at Home.

—N° 1.—

LIST of Priſoners of War received on Parole at

Current Number.	Number on the General Entry Book.	Name of Prize.	Whether Man of War, Privateer, or Merchant Veſſel.	When taken.	Priſoners Names.	Quality.	Time when received on Parole.	From whom or whence.

Appendix to the Inſtructions to the Agents for Priſoners of War on Parole at Home.

—N° 2.—

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

THESE are to certify to all His Majeſty's Officers, Civil and Military, and whom elſe it may concern, That the bearer, as deſcribed on the back hereof, is a detained Priſoner of War upon parole at and that he has liberty to walk on the great turnpike-road, within the diſtance of one mile from the extremities of the town, but that he muſt not go into any field or croſs road, nor be abſent from his lodgings after five o'clock in the afternoon during the months of November, December and January; after ſeven o'clock in the months of February, March, April, September and October; or after eight o'clock in the month of Auguſt; nor after nine o'clock in the months of May, June and July, nor quit his lodgings in the morning until the bell rings at ſix o'clock; wherefore you and every of you are hereby deſired and required to ſuffer him the ſaid to paſs and repaſs accordingly, without any hindrance or moleſtation whatever, he keeping himſelf within the ſaid limits, and behaving according to law.

Given under our Hands and Seal of Office, at London, this day of 180

N. B. All Certificates, having any part of them filled up upon erafures, are to be conſidered as falſe and of no validity.

Gratis.

N. B. The following words are to be printed on the back of this Certificate.

Name.
Rank.
Age—Years.
Stature—Feet—Inches.
Perſon.
Viſage.
Complexion.
Hair.
Eyes.
Marks, or
Wounds, &c.

Le Priſonnier a donné ſa Parole d'Honneur qu'il ne ſortira pas des bornes qui lui ſont preſcrites, ſans avoir obtenu un permiſſion a cet effet des Commiſſaires prépoſés à la garde des Priſonniers de Guerre; qu'il ſe conduira decemment, et avec les égards dû aux Loix du Royaume Uni de la Grande Bretagne et de' L'Irlande; et de plus que pendant ſon ſéjour en Angleterre, il n'entretiendra nulle correſpondence, ni directement ni indirectement, avec aucun ennemi de Sa Majeſté Britannique; qu'il ne recévra, ni n'enverra aucune lettre ou lettres quelconques autrement que par les mains de l'Agent des dits Commiſſaires afin qu'elles ſoient lués et approuvées par lui.

Ce qui ſuit ſont les limites et les heurs preſcrites dans le Certificat ci annexé.

Il eſt permis au Priſonnier de ſe promener ſur la grand route publique à la diſtance d'un mille des extremités de la Ville, mais il ne doit entrer dans aucune Prairé ou Champ, ni Chemin de Traverſe, ni de s'abſenter de ſon logement aprés cinq heures du ſoir, pendant les mois de Novembre, Decembre et Janvier; apres ſept heures dans les mois de Fevrier, Mars, Avril, Septembre et Octobre; aprés huit heures dans les mois d'Août ni aprés neuf heures dans les mois de Mai, Juin et Juillêt; et il ne doit en aucun tems ſortir de ſon logement avant ſix heures du Matin.

—N° 3.—

GENERAL ENTRY BOOK of Prifoners of War on Parole at

Current Number.	Prizes Names.	Whether Men of War, Privateers, or Merchant Veffels.	When taken.	Prifoners Names.	Quality.	Age.	Stature.		Hair.	Eyes.	Viſage.	Complexion.	Perſon.	Marks or Wounds.	Time when received on Parole.	From whom or whence.	Exchanged, Diſcharged, Died, or Run.	Time when.	Whither, and by what Order, and the Date thereof, if Diſcharged.
							Feet.	Inches.											

Appendix to the Inſtructions to the Agents for Prifoners of War on Parole at Home.

Appendix to the Inſtructions to the Agents for Priſoners of War on Parole at Home.

— N° 4. —

RANKS of Priſoners of War on Parole, entitled to Subſiſtence as Commiſſioned Officers.

Of Men of War - - - - - - - Admirals.
Chefs de Diviſion.
Captains.
Lieutenants.
Enſigns des Vaiſſeaux.
Chief Surgeons.
Aides Commiſſaires, or Purſers.
Chaplains.

Of the Land Forces and Marines - Generals.
Chefs de Brigade, or Colonels.
Chefs de Bataillon, or Lieutenant Colonels.
Captains.
Lieutenants.
Chief Surgeons.

— N° 5. —

the day of 180 .

THIS is to certify, That a Priſoner of War on parole at is in a ſtate of health ſo bad as to ſtand in abſolute need of nurſing, and that he has been ſo ſince the inclusive.

Surgeon to Parole Priſoners at

— N° 6. —

the day of 180 .

THIS is to certify, That a Priſoner of War on parole at has ceaſed to be in a ſtate of health ſo bad as to require nurſing, and that he has not ſtood in need of the aſſiſtance of the Nurſe ſince the inclusive.

Surgeon to Parole Priſoners at

— N° 7. —

LIST of Priſoners of War on parole at who have been paid additional Subſiſtence on account of Sickneſs, in the month by direction of the Surgeon.

Number on the Agent's General Entry Book.	Priſoners Names.	Quality.	Time when the additional Subſiſtence		Number of Days.
			Commenced.	Ceaſed.	

— N° 8. —

THIS Deponent Surgeon to Priſoners of War at doth voluntarily make oath, That the Priſoners mentioned in the above Liſt were, during the times reſpectively ſet againſt their names, according to the beſt of his judgment, in ſuch a ſtate as actually to require the attendance of a Nurſe, and to be juſtly entitled, according to his Inſtructions, to the additional allowance made to ſick Priſoners of War.

—N° 9.—

WEEKLY ACCOUNT of Prisoners of War on Parole at the

Number remaining per last Return.	Alterations since last Account.						Number now in Charge.	Whereof			
	Received.		Discharged.		Died.	Run.		In Health.		In Sick Quarters.	
	Number.	From whom or whence.	Number.	Whither, by what Order, and the Date thereof.				Commissioned Officers.	Inferior Officers and others.	Commissioned Officers.	Inferior Officers and others.

A. B. Agent.

I certify, that the numbers in Sick Quarters as above stated, are just and true.

C. D. Surgeon.

Appendix to the Instructions to the Agents for Prisoners of War on Parole at Home.

—N° 10.—

ACCOUNT of Prisoners of War, who have died at in the Week ending

Current Number.	Number on the General Entry Book.	Name.	Rank.	Ship or Corps.	Man of War, Privateer, or Merchant Vessel.	Place of Nativity.	Age.	Where taken.	Time of Death.	Disorder or Casualty.

A. B Agent.

— N° 11. —

ACCOUNT of Subſiſtence paid to Priſoners of War on Parole at in the Month of by Agent.

Current Number.	Number on the General Entry Book.	Name of Prize.	When taken.			Whether Man of War, Privateer, or Merchant Veſſel.	Priſoners Names.	Quality.	Time when received on Parole at this Place.			Diſcharged, Died, or Run.	Time when.	Whither, and by what Order, if diſcharged.	Number of Days ſubſiſted				Sum paid.			We whoſe names are under-written do acknowledge to have received of the ſums expreſſed againſt our names reſpectively.
															In Health at		In Sickneſs at					
			Day.	Month.	Year.				Day.	Month.	Year.				1s. 6d.	1s. 0d.	3s. 0d.	1s. 9d.				

Appendix to the Inſtructions to the Agents for Priſoners of War on Parole at Home.

Appendix to the Inſtructions to the Agents for Priſoners of War on Parole at Home.

—N° 12.—

Agent for Priſoners of War on Parole at voluntarily maketh Oath, That he paid to the Priſoners themſelves all the ſums ſet againſt their reſpective names in the annexed Account; that the ſeveral ſignatures thereto were written by the parties themſelves; and that with regard to ſuch ſums as are not ſigned for by the Priſoners, the true reaſon of the want of the Priſoners ſignature is mentioned againſt each reſpective name under that circumſtance.

Sworn before me at this } Agent.
day of 18 }

—N° 13.—

The perſon named and deſcribed on the back hereof, a Priſoner of War on Parole at lodges at the houſe of in in the ſaid town, and is not to remove to other lodging, without giving one day's previous notice to the under-ſigned Agent, and procuring from him a freſh order, which is to be ſhewn to the ſaid the day before ſuch Priſoner quits the ſaid lodging.

the
day of 180 o'clock
in the Agent.

N. B. The following words are to be printed on the back of this Certificate.

Name.	Complexion.
Rank.	Hair.
Age.—Years.	Eyes.
Stature.—Feet.—Inches.	Marks,
Perſon.	or
Viſage.	Wounds, &c.

—N° 14.—

The perſon named and deſcribed on the back hereof, a Priſoner of War on Parole at who now lodges at the houſe of in in the ſaid town, is permitted to remove therefrom at the end of twenty-four hours from the time this order is ſhewn to the ſaid

the
day of 180 o'clock
in the Agent.

N. B. The following words are to be printed on the back of this Certificate.

Name.	Complexion.
Rank.	Hair.
Age.—Years.	Eyes.
Stature.—Feet.—Inches.	Marks,
Perſon.	or
Viſage.	Wounds, &c.

—N° 15.—

Vu que les Commiſſaires de ſa Majeſté Britannique pour le ſoin et la Surveillance des Priſonniers de Guerre ont bien voulu accorder permiſſion à moi le ſouſſigné Priſonnier de Guerre comme le porte mon ſignalement ſur le revers de cette declaration de réſider à ſur condition que je donne ma parole d'honneur d'y aller par la route que m'eſt preſcrite; et même que je ne m'ecarterai pas des bornes y ſpecifiés ſans la permiſſion a cet effet des dits Commiſſaires; que je me conduirai decemment et avec lès egards dûs aux Loix du Royaume Uni de la Grand Bretagne et de L'Hlande; et de plus que pendant mon ſéjour en Angleterre, je m'entretiendra nulle correſpondence, ni directment ni indirectment, avec aucun enemi de ſa Majeſté Britannique, ni recevoir ni'ecrire aucune lettre ou lettres quelconques, autrement que par les mains de l'Agent des dits Commiſſaires afin qu'elles ſoient lués et approuvées par lui.

Je

Je declare par celié ci avoir donné ma Parole d'honneur en conformité et qui je la garderai inviolablement.

Daté a

Appendix to the Instructions to the Agents for Prisoners of War on Parole at Home.

Signature.	Grade.	Nom du Bâtiment ou Corps.	Bâtiment de l'Etat. Cortair ou Commerce.

—N° 15.—*continued.*

Name.	Rank.	Age.	Stature.		Person.	Visage.	Complexion.	Hair.	Eyes.	Marks or Wounds, &c.
			Feet.	Inches.						

Appendix to the Inſtructions to the Agents for Priſoners of War on Parole at Home.

— N° 16. —

LIST of Priſoners of War diſcharged from Parole at

Current Number.	Number on the General Entry Book.	Name of Prize.	Whether Man of War, Privateer, or Merchant Veſſel.	Priſoners Names.	Quality.	Time when Diſcharged.	Whither and by what Order.

INSTRUCTIONS
To the AGENTS for PRISONERS of WAR ABROAD.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—As ſoon as may be after your arrival at your ſtation, you are to take an opportunity of perſonally communicating your Warrant of appointment and theſe Inſtructions to the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels on the ſtation, and to the Governor of the Colony for the time being.

2.]—The Commander in Chief of His Majeſty's ſhips on the Station is inveſted with full authority over you, and every other perſon belonging to the Eſtabliſhment; he is directed to take care that every one diſcharge the duties of his office with zeal, alacrity, and fidelity, and that he pay obedience to all orders and regulations iſſued by us or given by himſelf, to enſure which he has the power, if he ſee juſt cauſe, of ſuſpending any Officer or Clerk, and of ſuſpending or diſcharging any other perſon belonging to the Eſtabliſhment, the cauſe and circumſtances of which ſuſpenſion he is directed to report to the Lords Commiſſioners of the Admiralty and to this Board; you are therefore on all occaſions to obey his directions relative to your public duty; and when in any inſtance the ſame ſhall happen to be contradictory to the following Inſtructions, or any other ſtanding Regulations which you may be under at the time, you are to repreſent the ſame to him in writing, and wait his further directions on the ſubject; and if he nevertheleſs ſhall think proper to perſiſt in the original order he may have given, you are immediately to comply therewith, and to repreſent the circumſtances to us by the firſt opportunity.

3.]—The

3.]—The Reſident Commiſſioner of the Navy being alſo directed by his Inſtructions to ſuperintend at all times the Department with which you are entruſted, and to ſee that the whole buſineſs thereof be properly and economically conducted, he is therefore authorized to examine all your Accounts; to inſpect and compare the Bills and Receipts with the Charges made therein; to inveſtigate the validity of all Vouchers; to ſatisfy himſelf of the reſpectability of the Merchants and Tradeſmen who may atteſt them, and their competency to judge of the circumſtances to which ſuch vouchers relate, to aſcertain that all Articles which you may be directed to purchaſe be good in kind, and procured at the cheapeſt rate or current market price at the time; that all perſons employed by you are requiſite for the public Service, and that no works have been performed unneceſſarily; that all the money which you may have drawn for on us has been procured on the beſt terms, and that Government has been allowed on all bills the full benefit of the exchange. You are therefore to allow the Reſident Commiſſioner to have acceſs at all times to your public Accounts, and to give him every information in your power relative thereto; and you are as ſoon as poſſible (but at all events within a month) after the end of each quarter of a year, to deliver to him two complete ſets of your Accounts for that quarter, annexing to one ſet all the vouchers relating thereto in *original*; and to the other ſet of Accounts you are alſo to annex original vouchers, as far as you may have taken them in duplicate; but where this may not have been the caſe, you are to ſubſtitute copies, which you are to requeſt the Commiſſioner to compare with the correſponding original vouchers in the other ſet, that he may atteſt the ſame to be correct copies. The Commiſſioner, on being ſatisfied that no part of theſe documents is objectionable, is required to certify the ſame on the foot of the reſpective Accounts, but if, on the contrary, any improper charges, unſatisfactory vouchers, or irregularity whatever ſhould be diſcovered, he is to examine very ſtrictly into the caſe, and annex a full and circumſtantial ſtatement thereof to each ſet of the Accounts, one of which, with the vouchers in either caſe, he will tranſmit to us by the firſt opportunity, and ſend the other ſet of Accounts and Vouchers by the next conveyance afterwards.

4.]—When there ſhall be no Commiſſioner of the Navy on the ſpot, the Commander in Chief is to examine your before-mentioned Accounts, or cauſe them to be examined by ſuch Officers as he ſhall think proper, and to call for any explanation he may deſire. You are therefore regularly to deliver, at the periods mentioned in the preceding Article, your aforeſaid Accounts to the Commander in Chief, who will examine and atteſt them in the manner hereinbefore ſtated, or cauſe the ſame to be done by ſuch Officers as he may think proper to ſelect for that purpoſe, and he will diſpoſe of the ſeveral copies of the Accounts as before deſcribed. But in the event of your being unable to communicate with the Commander in Chief, and no Officer ſhould be directed to examine your ſaid Accounts, within twenty days after the time limited for making them up, you are to tranſmit them, although they may not have undergone the examination aforeſaid, ſtating thereon your reaſon for ſo doing.

5.]—If no Priſon or Priſon Ship be already appropriated for the confinement of Priſoners of War, and you receive no particular direction from us on the ſubject, you are to apply to the Governor for a public building ſuitable for the purpoſe of a Priſon, provided ſuch can be obtained; and if not, you are to ſtate the circumſtance to the Commander in Chief or ſenior Officer of His Majeſty's ſhips at the Colony for the time being, and conſult with him as to the meaſures moſt proper to be adopted on the occaſion, taking care to obtain an order in writing from him for any arrangement which ſhall appear to him to be neceſſary, and by which an expence to the Public may be incurred.

6.]—You are to receive into your cuſtody all ſuch Priſoners of War, whether taken at ſea or on land, as ſhall be ſent to you by the Commanders of any of His Majeſty's ſhips or veſſels, or by any other of His Majeſty's ſubjects; and you are immediately after the receipt of any Priſoners, to cauſe their names, qualities, &c. to be entered in a general Entry Book, which is to be regularly kept by you according to the annexed form. The original number of each Priſoner in this Book is to ſtand invariably againſt his name during the time he may remain in your cuſtody. When Priſoners taken in recaptured veſſels ſhall be received, you are to inſert the names not only of the recaptures but alſo of the capturing veſſels. Whenever Priſoners ſhall have been received into your cuſtody, you are to tranſmit to this Office, by the firſt opportunity, a correct Liſt of them according to the annexed form, with a note ſubjoined, ſigned by the Officer or other perſon who ſhall have delivered them to you, ſpecifying to what time they were victualled previous to their delivery.

Appendix, N° 1.

Appendix, N° 2.

7.]—In order to prevent impoſition with reſpect to the ranks of Priſoners, you are to apply to the captors of Prizes for a peruſal of each veſſel's Role d'Equipage, which uſually ſtates the quality of every perſon on board, and is ſigned by the Commiſſary of Marine at the port to which the veſſel belongs; and if you cannot have recourſe to the Role d'Equipage, you are to procure the beſt information in your power from the Captains or other ſuperior Officers among the Priſoners, with due caution as to its truth, tranſmitting to us a copy of the *Etat Major*, ſigned by the ſenior Officer and the *Agent Comptable* of each ſhip. When you ſhall have fully aſcertained that any of the Priſoners delivered into your cuſtody are Officers of either of the ranks mentioned in the annexed Liſt, you are to preſent a Liſt of ſuch Officers to the Governor or Commander in Chief of the Colony; and if he ſhould have no objection, you are to admit them to the indulgence of parole, cauſing each of them to ſign an engagement according to the annexed form, and furniſhing each of them with a Certificate, ſigned by yourſelf, agreeably to the form annexed. In this Certificate ſuch place is to be ſpecified for the abode of the Priſoners, and ſuch limits aſſigned to him not exceeding one mile round that place, as the Governor and Commander in Chief ſhall appoint; and you are particularly to obſerve that no Priſoner whatever is to be admitted to parole without the conſent of the Governor and Commander in Chief of the Colony.

Appendix, N° 3.

Appendix, N° 4.

Appendix, N° 5.

8.]—If

8.]—If the Governor or Commander in Chief of the Colony ſhould not approve of any Priſoners being at large on parole there, you are to ſtate the circumſtance to the Commander in Chief or ſenior Officer of His Majeſty's ſhips on the ſtation for the time being; and you are to follow ſuch written directions, ſigned by him, as he may think proper to give you for their diſpoſal. You are to take care, however, that while Officers not allowed to remain in the Colony on parole are under your care, Government be not put to any greater expence for them, in any way whatever, than for common Priſoners.

9.]—When amongſt the Priſoners delivered into your cuſtody, you ſhall have aſcertained that there are any paſſengers or other perſons coming under the denomination of *Non-Combattants* according to the annexed Liſt, you are to preſent a Liſt of them to the Commander in Chief or ſenior Officer of His Majeſty's ſhips for the time being; and you are to follow ſuch directions as he may think proper to give you, whether for detaining them as Priſoners of War, or for ſetting them at liberty to return to their reſpective countries; and in the latter caſe you are to provide them with paſſports according to the form annexed, but while they remain in the Colony they are to be treated in the ſame manner, in all reſpects, as the Priſoners to whom the two preceding Articles particularly relate.

Appendix, N° 6.

Appendix, N° 7.

10.]—The Priſoners are to be muſtered regularly by name, twice in every week in your preſence, and alſo to be muſtered or counted over daily at the time of locking up the Priſons by the Clerks or Turnkeys, who are to deliver into your Office every evening their Reports of the numbers in writing. The numbers in thoſe reſpects are conſtantly to be compared with the numbers of the preceding day, and if, after allowing for the alterations which ſhall have taken place by receipts, diſcharges or otherwiſe, thoſe numbers be found correct, you are immediately to enter them in a Book, which is to be kept in the form annexed. You will obſerve that the names of the Clerks or Turnkeys who muſter the Priſoners, and the number muſtered by each, are to be entered in the ſecond and third columns of this Book, and that the total number in cuſtody, including thoſe in the Hoſpital, is to be entered in the fourth column, which, with the fifth, ſixth and ſeventh columns, is to contain an exact ſtate of the Priſons and Hoſpitals on the morning of each day, taken from the muſter of the preceding evening; and the remaining columns are to contain the ſeveral alterations which may take place in the courſe of that day. The Priſoners are likewiſe to be carefully muſtered by name, whenever you have reaſon to ſuſpect that any of them have eſcaped, for the purpoſe of aſcertaining the number and names of thoſe who may have diſappeared.

Appendix, N° 8.

11.]—You are to tranſmit to this Office, by every opportunity which ſhall occur, not being however more frequent than once in every fortnight, an Account, ſigned by yourſelf and the Surgeon, in the annexed form, which you will obſerve is nearly a tranſcript of the entries for a certain number of days, in the Book directed to be kept in the preceding Article. This Account is to contain the *morning numbers* and *alterations* in each day, for the period in which the Account ſhall purport to contain a ſtate of the Priſoners, and alſo the morning number on the day to which the Account is made up, and with which the ſucceeding Account is to begin. You are by the ſame opportunities to tranſmit a Liſt of the names, ſhips and numbers on the general Entry Book, of any Priſoners who may have eſcaped or been retaken, and alſo a Liſt made out in the form annexed, of thoſe who may have died within the ſame period; and to enable you to make theſe Returns, the Surgeon is directed to report to you daily the names of ſuch Priſoners as ſhall have died in or eſcaped from the Hoſpital. You are alſo to make Weekly Returns, according to the annexed form, of the Priſoners in your cuſtody, to the Commander in Chief or ſenior Officer of His Majeſty's ſhips in port for the time being.

Appendix, N° 9.

Appendix, N° 10.

Appendix, N° 9.

12.]—The daily ration of proviſions for each Priſoner in health is to be as follows, viz. one pound and an half of biſcuit or ſoft bread; half a pound of ſalted or freſh beef or pork; one quarter of a pint of peaſe, or, in lieu, ſix ounces of rice; one-third of an ounce of ſalt. Notes regulated according to the number of Priſoners in health actually in cuſtody, are to be given to the Contractor or his Agent every evening, ſtating the quantity of each article of proviſions which he may be required to deliver on the following day, including, over and above the exact ration, an allowance of five pounds per hundred weight on the groſs quantity of beef, and two pounds per hundred weight on the groſs quantity of bread, on account of the loſs or waſte which muſt neceſſarily ariſe from the diviſion of thoſe articles into ſingle rations, and no more of any article is to be demanded than may be ſufficient for each reſpective day. You will be furniſhed with a copy of the contract for ſupplying the Priſoners in health with proviſions; and you are to conſider the careful and ſtrict examination every morning of the ſeveral articles furniſhed, as an indiſpenſible part of your duty, which you are on no pretence whatever to truſt to any Clerk, Steward, or other Perſon, excepting in caſe of ſickneſs or of your being obliged to be abſent on public Service. If any of the articles of proviſions ſent in ſhould appear to you to be of a quality in any reſpect inferior to contract, and the Contractor or his Agent ſhould not take meaſures to replace them immediately with articles of the proper quality, you are without delay, together with the Commanding Officer of the Guard doing duty over the Priſoners, and your Clerk, to ſurvey the articles objected to in the preſence of the Contractor or his Agent, provided he think proper to attend; and if upon ſuch Survey it be determined that the articles ought to be rejected, and the Contractor or his Agent ſhould then fail to ſupply articles of the proper quality in lieu of them before one o'clock in the afternoon of the ſame day, you are immediately to purchaſe on the beſt terms in your power, ſuch good proviſions as may be obtained to make up the ſtipulated quantity of each article required for the day's ſupply. In ſuch caſes, unleſs the Contractor or his Agent immediately pay on the ſpot the full amount of the proviſions ſo purchaſed, you are to tranſmit to us by the firſt opportunity a ſigned copy of the Report of the Survey on the proviſions rejected, and an Account of thoſe purchaſed, taking care upon any breach of contract

ſtract to report fully to us on any ſuch occaſion by the very firſt opportunity, in order that we may prevent the repetition of any abuſe by promptly impoſing on the Contractor ſuch a mulct as we may think juſt for the failure of this duty; three or five of the Priſoners to be choſen weekly by their own body, are every morning to attend to the delivery of the proviſions by the Contractor, for the purpoſe of ſeeing that they be not defrauded either in the quality or quantity of the ſeveral articles, and if at any time the Priſoners ſo choſen ſhould object to any proviſions which ſhall appear to you to be equal to contract, you are to act according to the joint opinion of yourſelf and the Officer of the Guard on duty at the time, to whom you are to apply on the ſubject.

13.]—The Priſoners in ſickneſs are to be victualled agreeably to one or other of the ſpecies of diet ſet forth in the annexed Scheme, as the Surgeon may direct, all the proviſions for the uſe of the ſick Priſoners, if in the Naval Hoſpital, are to be demanded by the Officers of that Eſtabliſhment; and if in a diſtant Priſon Hoſpital, all ſuch Proviſions are to be demanded from the Contractor by you; and for your guidance in demanding them, the Surgeon will deliver to you daily, immediately after he ſhall have viſited the wards, the Hoſpital Diet Books kept by him for that purpoſe; you are, when your other duties will admit, carefully to inſpect the proviſions delivered in for the uſe of Priſoners of War in the Hoſpital, and to take every poſſible care that none of an improper quality be iſſued; and if any article delivered in ſhall be conſidered by you or the Surgeon as of an improper or inferior quality, you will forthwith cauſe a Survey to be held thereon, taking to your aſſiſtance the Commanding Officer of the Guard doing duty over the Priſoners, the Surgeon and your Firſt Clerk, as directed in the preceding Article, and further to proceed as therein directed. Appendix, N° 11.

14.]—The proviſions for the Priſon are to be dreſſed by Priſoners who are to be appointed by you for that purpoſe, and who will be paid by the Contractor at the rate of eight-pence ſterling a man a day in money.

15.]—Proper perſons to act as Nurſes are to be choſen by the Surgeon from among the Priſoners, and Priſoners are alſo to be employed to cook the Proviſions for the Hoſpital, and to waſh the Hoſpital linen. All Priſoners ſo employed, are to be paid after the rate of *per diem* by the Contractor for victualling ſick Priſoners of War.

16.]—The Priſoners in health are to be victualled in meſſes of ſix men each, and each meſs is to be ſupplied by the Contractor with one large wooden bowl, and large wooden platter, one ſix quart can, one quart tin pot, and ſix wooden ſpoons; and if any of thoſe articles be loſt or wilfully damaged, others are to be furniſhed, and the value of them is to be paid to the Contractor, and made good to Government by putting the parties who loſt or deſtroyed them on two-thirds allowance of proviſions.

17.]—You are to take care that the Contractor ſhall alſo ſupply the Priſoners in health daily with a ſufficient quantity of good and wholeſome freſh water for drink, cooking, and all other neceſſary purpoſes; and further, that each Priſoner from the time of entering into the Priſon be conſtantly provided by the Contractor with all articles of bedding ſtipulated in the contract; and if any article of bedding be loſt or wilfully damaged, others are to be furniſhed, and the value to be made good to the Contractor, according to the rule ſtated in the preceding Article.

18.]—At the end of each quarter, that is, firſt of January, firſt of April, firſt of July, and firſt of October in each year, you are to deliver to the Contractors or their Agents Accounts in duplicate of the number of Priſoners of War in health and ſickneſs, victualled by them in the preceding quarter, agreeably to the annexed forms, or as near to thoſe forms as the conduct of the Contractors will allow. Each of theſe Accounts is to be approved of by the Commander in Chief or ſenior Officer of His Majeſty's Ships in Port for the time being, or if there be none of His Majeſty's Ships in Port, by the Governor of the Colony, and a copy of each is to be tranſmitted by you direct to this Office by the firſt opportunity. Appendix, N°s 12 & 13.

19.]—You are to keep ſeparate Accounts of all the expences relating to the Priſon and Hoſpital Departments which are to be paid by you; and all Accounts, Vouchers, and Returns relating to the ſervice of ſick Priſoners are to be certified by you and the Surgeon previouſly to their tranſmiſſion to this Office.

20.]—When you receive into your cuſtody Priſoners of different nations in hoſtility with this country, you muſt be particularly careful in keeping ſeparate and diſtinct Accounts for thoſe of each nation, not only as to what may relate to their victualling and parole ſubſiſtence, but alſo ſeparate general Entry Books, receiving and diſcharging Liſts, progreſſive Accounts of the Priſoners, &c. All Priſoners are to be conſidered as belonging to the country in whoſe immediate ſervice or employment they ſhall have been taken, and not according to the countries of which they are natives.

21.]—You are, at the end of each quarter, to tranſmit to this Office through the Reſident Naval Commander, a ſeparate Account of your contingent diſburſements for each claſs of Priſoners in that quarter, in the annexed form; and every ſuch Account is to be accompanied with an Affidavit agreeably to the form preſcribed, and alſo with original receipts and other vouchers for the money paid. You are at the ſame time to tranſmit to us through the Commiſſioner a Quarterly General Account current in the form annexed, in which you are to inſert the amount of each Account of contingent diſburſements, the amount of each Monthly Account of parole ſubſiſtence, and alſo all the ſalaries and ſtanding charges for the quarter, taking care that this Account is accompanied with proper vouchers for all ſuch ſalaries and ſtanding charges as ſhall be contained in it; and you are to give credit for all the Bills drawn by you upon us in the quarter; at the end of each quarter you are alſo to cauſe an Account to be made out of diſburſements for ſick Priſoners, in which you are to charge the allowances paid to the perſons employed in the Hoſpital Department, on account of the ſervice of ſick Priſoners which are to be paid by you, inſerting the ſame in your Account Current; all Appendix, N° 14. Appendix, N° 15.

your Accounts of Diſburſements and Accounts Current are to be approved by the Commander in Chief or ſenior Officer of His Majeſty's Ships on the ſtation, and to be examined by the Reſident Commiſſioner of the Navy.

22.—When the Commiſſioner ſhall have fully examined and ſatisfied himſelf of the correctneſs of your Accounts, and certified his approval thereof in the manner before deſcribed, you are in the Commiſſioner's preſence to take and ſubſcribe the Affidavits required of you.

23.]—You are to requeſt the Commiſſioner to inform you of the name of the Ship by which your Accounts are ſent, the time of her ſailing, and the name of the perſon into whoſe charge he may have delivered them, and who is to be required of him to forward them to us immediately on his arrival at any Port in this country, but ſhould there be an Agent for Priſoners of War at ſuch Ports, to deliver them into his hands, or otherwiſe to the Naval Storekeeper or Collector of the Cuſtoms, if there ſhould be any, for the purpoſe of being forthwith tranſmitted to us; you are to acquaint us by what conveyance your Accounts have been tranſmitted; and if there ſhall be reaſon to ſuppoſe that the Ship or Veſſel in which they may have been ſent has been captured or loſt, copies thereof ſhall be forwarded by the firſt opportunity, and on the inſide you are to write the following words, "A Copy of the original "ſent by [*inſerting the Ship's name and time of her ſailing*]."

24.]—You are to keep all your Accounts with this Office in the *currency* of the colony, and not in *ſterling* money, and conſequently all your vouchers for money paid are to expreſs the amount in *currency*; before you pay any bills for articles purchaſed, you are to take care that they be properly caſt up, and that the reaſonableneſs of the prices be certified upon the foot or back of the bill by two reſpectable merchants reſident in the colony, and every receipt for money paid by you, muſt be atteſted by two credible witneſſes, without which teſtimony it cannot be admitted as a proper voucher.

25.]—To prevent the neceſſity of your advancing money for the public Service, you are at liberty to draw on us, with the authority of the Commander in Chief or ſenior Officer, at the beginning of each quarter for ſuch ſum as we may authorize on account of the ſervice of that quarter; you may alſo draw upon us in like manner at the end of each month, for the amount of the ſubſiſtence actually paid to parole Priſoners in that month; and at the end of the quarter, you are to draw for the balance which ſhall appear by your Account current to be then due to you; and whenever there ſhall be a neceſſity of your taking up money by bill for the public Service, you are to repreſent it by letter to the Commander in Chief or ſenior Officer of His Majeſty's Ships preſent, ſtating the balance in your hands, the ſum required, and the purpoſes for which it is wanted, in order that you may obtain his approbation in writing for your ſo doing. Every bill of exchange on us muſt particularly expreſs both the rate of exchange and the rate of premium or diſcount on public bills on London at the time of your drawing ſuch bill, and alſo muſt expreſs in words not only the ſum in ſterling for which it may be drawn, but alſo the full ſum in currency *bonâ fide* received or to be received by you for that bill, according to the rate of exchange, premium, or diſcount of the day on which it was drawn; which ſum in currency you are to ſtate diſtinctly and give credit for in your Accounts with us, it being abſolutely inadmiſſible that you ſhould derive any emolument or advantage whatever, either directly or indirectly, from the exchange or premium upon bills drawn on account of the public Service. The rate of exchange, premium or diſcount is to be certified at the foot of each bill by the Collector of His Majeſty's Cuſtoms and two reſpectable merchants of the colony, and to be approved by the Commander in Chief or ſenior Officer of His Majeſty's Ships in Port at the time of drawing, or if there ſhould be none of His Majeſty's Ships in Port by the Governor of the Colony. In the Appendix is the form of a bill of exchange drawn agreeably to theſe Inſtructions; and you are to obſerve that no bill drawn in any other form or not properly filled up, atteſted, and approved as above directed will be paid by us. You are immediately to adviſe us by letter of every bill which from time time you may find it neceſſary to draw on us, and you are to be very careful not to draw bills for your Quarterly Accounts, unleſs ſuch Accounts ſhall have been previouſly tranſmitted to us, as otherwiſe your bills will not be accepted.

Appendix, N° 16.

26.]—You are to acquaint the Commiſſioner whenever you may have received directions to draw for money, and with his approbation to apply in writing to the Poſtmaſter, Collector of the Cuſtoms, Receiver for Greenwich Hoſpital, or other Officer in the practice of remitting money to England on account of Government, ſtating the ſum for which you are authorized to draw, and offer to each of them in ſucceſſion bills of not leſs than £.100 each at the governing rate of exchange for the whole or ſuch part of the ſum required as they may reſpectively be able to furniſh; but in caſe the whole cannot be procured from any one or all of thoſe Officers, then ſo many days public notice ſhall be given as the Commiſſioner ſhall, according to local circumſtances, judge proper to fix, ſtating, that bills on us of not leſs than £.100 each will be given to any perſon or perſons who will furniſh you with money at the beſt rate of exchange; and according to the tenders moſt advantageous for Government, the reſidue of the money required is to be procured.

27.]—You are to tranſmit to us as vouchers to all bills drawn, an atteſted copy of your application to the Commander in Chief on the ſubject, with his original authority to you for drawing ſuch bills, as well as the original anſwers of the public Officers to whom the bills in the firſt inſtance have been offered, together with the advertiſements or atteſted copies of other public notices given in caſe of the ſaid Officers inability to ſupply the ſum wanted, and alſo the original tenders received on the occaſion.

28.]—All your bills of exchange drawn upon us will be charged againſt you until the final ſettlement of your Account with this Office; and you are to take notice, that although irregular charges in your Accounts may through the multiplicity of buſineſs not be immediately noticed at this Office, yet on the final ſettlement of them no charges whatever will be

be allowed, excepting ſuch as ſhall have been fully authorized and vouched in conformity to theſe Inſtructions.

29.]—You are not to pay any expence which may attend Priſoners of War, previous to their being actually delivered into your cuſtody; and no expences whatever, excepting ſuch as ſhall be expreſsly authorized by us, are to be incurred by you without a ſpecial order for that purpoſe in writing from the Commander in Chief or ſenior Officer of His Majeſty's Ships in Port, or in caſe of no ſuch Officer being on the ſpot, from the Governor of the Colony; when you ſhall have received any ſuch order you are to tranſmit a copy of it to us by the firſt opportunity, together with a copy of any repreſentation made by you to the Naval Commander in Chief or Governor, upon which ſuch order may be founded, and you are to ſtate in your letter the amount of expence incurred by ſuch order; another copy of every ſuch order is to accompany your Accounts in the quarter in which you ſhall have received it, and to be noted againſt the article or articles of charge in the ſaid Accounts to which it ſhall relate. Although it be proper that you ſhould apply to the Commander in Chief or ſenior Officer of His Majeſty's Ships, or in his abſence to the Governor, in all caſes of difficulty which will not admit of delay, yet you are not to apply to either of them for an order to incur any expence which can be deferred until you can hear from us, in anſwer to any repreſentation which you may think it neceſſary to make to us on the ſubject; and you are to obſerve, that if any repreſentation which ſhall afterwards appear to be improper, be made by you to the ſaid Commander in Chief or Governor, upon which an order to incur an expence ſhall be founded, the charges in your Accounts for ſuch improper expence will not be allowed by us; you are alſo to obſerve, that when you receive an order for incurring an expence not merely temporary, but which may probably continue beyond one quarter, you are to conſider ſuch order in force only until you receive our approval of its continuance; and accordingly if you ſhould hire any Priſon or Priſon Ship, or with any other party, engaging that every ſuch engagement ſhall be ſubject to our approval, and may be annulled at the end of two weeks after you receive and communicate to him or them our directions for that purpoſe.

30.]—Although the various duties of the Hoſpital and Hoſpital Ships for Priſoners of War be divided among ſeveral Officers, each of whom is to be anſwerable for the diſcharge of thoſe which fall within his Department, yet we ſhall conſider you, and you are to conſider yourſelf as being reſponſible for the general economy, diſcipline, and good order of the whole, ſo far as regards this Department. You are frequently to viſit the Hoſpitals and Hoſpital Ships, in order to ſee that the Surgeons and the ſeveral perſons under them diligently and faithfully perform their duties; that the ſick are uniformly attended to and carefully treated; that the wards, births, and every thing in them are kept clean and well aired, and that the men have every allowance to which they are entitled; and you are occaſionally to apply to the Commander in Chief of His Majeſty's Ships, to order a Survey of the Hoſpital by Navy Surgeons. For your guidance you will be furniſhed with Copies of all ſuch Inſtructions as have been or may be given by us to any perſons employed in the Hoſpital Department; but you are not on any account to interfere, nor to ſuffer any other perſons (except thoſe whoſe particular duty it is) to interfere in the medical or chirurgical treatment of the ſick.

31.]—All requeſts and all applications of every deſcription which ſhall be made by any Officer or other perſon belonging to the Priſon Hoſpital, or employed under this Department on board Priſon or Priſon Hoſpital Ships, relative to the ſervice of Priſoners of War, are to be made to you, and you are, after ſigning your name thereon, to forward the ſame to us. And all Orders and Inſtructions given by us to thoſe perſons on the ſubject of Priſoners will, for your information, be ſent under cover to you, and you will cauſe the ſame to be delivered as ſoon as poſſible.

32.]—The Surgeon is to viſit the Priſons every day, in order that ſuch Priſoners as may in his judgment be fit objects, may be removed to the Hoſpital. A ticket is to be given to the Surgeon in the form annexed, with every Priſoner he ſhall judge to be a fit object for the Hoſpital, and he will be directed to give a ticket in the form annexed on the return of each Priſoner from the Hoſpital to the Priſon; and you are to keep a Book, containing the names, &c. of every Priſoner ſent to the Hoſpital, agreeably to the annexed form. Appendix, N° 17. Appendix, N° 18. Appendix, N° 19.

33.]—When any Priſoner ſhall have been ſent to the Hoſpital, the Priſon bed and bedding in which he lay, after having been well aired, fumigated and made clean, are to be marked with his name, and laid up in a proper ſtore, ſo as to be re-delivered to him on his return to the Priſon.

34.]—You are to cauſe to be hung up in the moſt conſpicuous parts of the Priſon or Priſons ſuch printed or written Regulations, tranſlated into the language of the Priſoners, as you may from time to time be furniſhed with, reſpecting the behaviour of the Priſoners and the rations of proviſions which they are allowed, and you are to take particular care that all thoſe Regulations be ſtrictly enforced.

35.]—You are to permit the Priſoners, every day in fair weather, to go into the airing ground of the Priſons, or upon deck of the Priſon Ships, for the benefit of the air, but not to remain there after ſunſet; and during the time of the Priſoners being in the open air, one Turnkey at leaſt is to remain in ſuch a place as will admit of their being conſtantly in his view; before they go into the airing ground or upon deck, each Priſoner is to laſh up his hammock, or to contract it with the bedding into as ſmall a compaſs as poſſible, by hanging both clews upon the ſame hook, for the benefit of a more free circulation of air; and all the wards are to be kept locked while the Priſoners are out. Every morning, in fair weather, all the hammocks, bedding, &c. are to be brought into the airing ground or upon deck, for the purpoſe not only of being aired, but alſo of being examined, in order to aſcertain

tain whether any article of bedding be miſſing or wilfully damaged. Care is to be taken that no tools or other implements which can facilitate the eſcape of Priſoners be concealed in their hammocks or bedding, and upon theſe occaſions, after the Priſoners ſhall have cleaned out their apartments or births, which you are to cauſe them to do regularly by turns, it is expected that you will take a ſtrict Survey of the Priſons or Priſon Ships in order to aſcertain that the Turnkeys or other perſons having the charge of them, are and have been attentive to their duty. You are to take care that the Priſons and Priſon Ships be kept always well aired and ventilated, and you are from time to time to adopt ſuch meaſures for the prevention of infectious diſorders as the Surgeon may judge neceſſary or proper.

36.]—You are not to allow any ſpirituous liquors to be introduced into the Priſons for ſale or otherwiſe; but you are to permit the Priſoners to be ſupplied with any neceſſary and wholeſome articles which they may have occaſion for, and have money to purchaſe; and alſo to take care that they be not impoſed upon either in the price or quality; and if money be remitted to a Priſoner, or to you for his uſe, you are to take charge of it, and to deliver it to him without any charge for commiſſion, at a rate of two guineas a week, if he ſhould deſire ſo much, but not more, in order to prevent abuſes or miſapplication. No news-papers or political publications are to be admitted into the Priſons or Priſon Ships.

37.]—If you ſhould at any time obſerve or hear of any neglect in the centinels on duty over the Priſoners, you are to report the circumſtance to the Commanding Officer, in order that he may give ſuch directions on the ſubject as he may judge proper.

38.]—To prevent the eſcape of Priſoners, you are to direct the Turnkeys to inſpect the ſeveral apartments every day, and to report to you the ſtate of them, in order that they may be put into a ſtate of ſecurity.

39.]—You are to make it publicly known, that one guinea will be paid for re-taking and bringing back to the Priſon any Priſoner who may have eſcaped, unleſs he ſhall have been re-taken by one of the Guard doing duty over the Priſoners at the time of the eſcape, or by a Turnkey or other perſon belonging to the Priſon, whoſe duty it is to prevent ſuch eſcape. When you pay the reward for this ſervice, you are to take a receipt for the ſum, atteſted by two credible witneſſes, and to charge it in your Account of Contingencies. Priſoners re-taken after having eſcaped, or detected in attempting to eſcape, are to be cloſely confined in the black-hole, and kept on two-thirds allowance of proviſions for ten days.

40.]—The Priſoners are not to be ſtruck with the hand, ſtick, whip, or any weapon whatever, but are on all occaſions to be treated with humanity, their complaints are to be attended to, and their real grievances redreſſed. If they behave diſorderly, they are to be confined in the black-hole, and kept on two-thirds allowance for ſuch time as you may think proper, not exceeding ten days; and you are to put a certain mark in your general Entry Book againſt the name of every Priſoner who ſhall have forfeited his turn of exchange, according to the Priſon regulations.

41.]—You are to tranſmit to this Office regularly by the firſt opportunity after the diſcharge of any Priſoners out of your cuſtody, a correct liſt of the Priſoners ſo diſcharged, Appendix, N° 20. according to the annexed form; and every ſuch liſt is to be accompanied with a receipt from the perſon to whom the Priſoners ſhall have been delivered, ſpecifying whether they were victualled in Priſon or not on the day of diſcharge; but you muſt not, on any account whatever, diſcharge any Priſoner out of your cuſtody, or permit any to go out of the Priſons or Priſon Ships, without having previouſly obtained a ſpecial order for that purpoſe from the Commander in Chief or ſenior Officer of His Majeſty's Ships in port, or in caſe of there being none of His Majeſty's Ships in port, from the Governor of the Colony.

42.]—When Priſoners ſhall have been admitted to parole in the Colony, with the conſent of the Governor and Commander in Chief, agreeably to the fourth Article of theſe Inſtructions, you are to pay them in the currency of the place for their ſubſiſtence, while in health, as follows; viz.

Commiſſioned Officers in the Army or Navy after the rate of three ſhillings ſterling per man per day; all other Priſoners after the rate of one ſhilling and ſixpence ſterling per man per day; and no Priſoner is to be paid as a Commiſſioned Officer unleſs he can produce to you the moſt ſatisfactory proof of his having actually held, at the time of his capture, a Commiſſion in the Service of the enemy of either of the ranks mentioned in the liſt contained in Appendix, N° 21. the Appendix, nor is any allowance, other than the reſpective rates of ſubſiſtence abovementioned, to be granted to a parole Priſoner in health, on any pretence whatever. You are to pay parole Priſoners in ſickneſs as follows; viz.

Commiſſioned Officers in the Army or Navy after the rate of ſix ſhillings ſterling per man per day; all other parole Priſoners after the rate of three ſhillings ſterling per man per day, and ſixpence per day extraordinary for the firſt twenty days to ſuch as may have the ſmall-pox.

Subſiſtence for the ſick is not to be allowed to any Priſoners in ſlight caſes or in chronic diſorders, but only while they labour under ſuch acute diſtemper as require nurſing; and before you pay ſick ſubſiſtence to a Priſoner, the Surgeon is to certify in writing in the an-Appendix, N° 22. nexed form, that ſuch Priſoner is ſo ill as to require the attendance of a Nurſe; and when a Priſoner ceaſes to require ſick ſubſiſtence, the Surgeon is alſo to certify the ſame in the form Appendix, N° 23. annexed. You are to take eſpecial care that no Priſoner on parole be ſubſiſted on the ſick and well Liſts for the ſame time.

43.]—The Priſoners on parole are to be paid in advance twice in every week; viz. on Tueſdays and Saturdays, and the payments are always to be made by yourſelf; but no Priſoner in health is to be paid who ſhall not appear at the time and place appointed for the purpoſe. Such periods of payment may alſo be conſidered as muſters of the Priſoners.

Thoſe

Thoſe who ſhall wilfully diſobey this regulation are to be immediately ſent to priſon, and not to be again admitted to parole.

44.]—A progreſſive Account, made out according to the form in the Appendix, of the ſtate of the Priſoners on parole under your care on each day of payment, and ſigned by you and the Surgeon, is to be tranſmitted by you to this Office by every opportunity, when you will tranſmit Accounts of the daily ſtate of the Priſons as directed in the eleventh Article of theſe Inſtructions. A ſimilar Account of the parole Priſoners is to be delivered by you weekly to the Commander in Chief or ſenior Officer of His Majeſty's Ships on the ſtation. Appendix, N° 24.

45.]—A Monthly Account of the ſubſiſtence paid to the Priſoners on parole is to be kept in the form in the Appendix, and to be tranſmitted to this Office by the firſt opportunity after the expiration of each month, accompanied with your own Affidavit, and a Certificate from the Surgeon agreeably to the annexed forms. This Account is to contain the names of all the Priſoners on parole in the order in which they ſtand in your general Entry Book, and in the proper columns of it each Priſoner ſubſiſted by you is to ſign his name againſt the ſum ſtated to have been paid to him in the courſe of the month; and you are not, on any account whatever, to allow one Priſoner to ſign for another. In order that the neceſſary receipts may be regularly obtained from ſuch Priſoners as may be diſcharged in the courſe of each month, you are always to have an Account prepared, with the names of all the Priſoners on parole regularly inſerted in it, according to their order in your general Entry Book, ſo that you may at any time fill up the date of diſcharge, the number of days ſubſiſted, and the ſum paid, and cauſe the parties to ſet their names againſt the ſame. In caſes of the death or abſconding of parole Priſoners, you are to ſtate the circumſtance againſt the names of the parties in the column intended for their ſignatures. The Priſoners who are ſo ill as not to be able to attend for their ſubſiſtence, are to be paid at their lodgings; and in caſe of the death of any of them, the Surgeon is to certify that the ſubſiſtence not ſigned for by ſuch Priſoners, and charged in the Agent's Account, was paid to them or diſburſed for their uſe. Appendix, N° 25. Appendix, N°s 26 & 27.

46.]—You are to cauſe to be hung up, in the moſt conſpicuous part of the town or place appointed for the reſidence of parole Priſoners, ſuch notices or regulations reſpecting their conduct as you will from time to time be furniſhed with by us, by the Commander in Chief or ſenior Officer of His Majeſty's Ships on the ſtation, or by the Governor of the Colony; and you are to take particular care that theſe regulations be ſtrictly adhered to. If a Priſoner ſhould behave with impropriety towards any of the inhabitants, you are, after a due inveſtigation of the circumſtance, to ſend him to priſon; and on the other hand, it is to be made known that the Priſoners will be protected from inſults when they behave themſelves becomingly, and you are, if neceſſary, to apply to the Magiſtrates in their behalf.

47.]—If any parole Priſoner ſhould exceed the limits aſſigned to him round the place appointed for his reſidence, or remain out of his lodgings after the hour appointed, he is to be conſidered as having broken his parole. You are therefore to make it publicly known, that a reward of one guinea will be paid to any perſon or perſons who ſhall ſecure and bring any ſuch Priſoner to you; and if on enquiry into the matter, you ſhould find that the Priſoner had actually remained out of his lodgings beyond the hour appointed, or had gone ſo far from the place fixed upon for his reſidence, that he muſt have been aware of his having exceeded the limits preſcribed, you are to pay the above reward, taking a receipt for it, atteſted by two credible witneſſes, and to charge the money as a contingency in your Quarterly Account. Every Priſoner under this circumſtance is to be immediately ſent to priſon, and not to be again admitted to parole.

48.]—No letters are to be forwarded or delivered to any of the Priſoners, whether in priſon or on parole, without having been previouſly examined by you; and in order that this neceſſary regulation may be ſtrictly and invariably attended to, you are to requeſt of the proper Officer of the Poſt-office to cauſe all letters addreſſed to Priſoners to be delivered in the firſt inſtance to you, and to forward no letters which ſhall appear to be written by Priſoners, excepting ſuch as ſhall be marked as examined by you. All letters in which nothing improper may appear, are to be forwarded without delay, but if you diſcover any improper correſpondence, you are immediately to communicate the circumſtance to the Commander in Chief or ſenior Officer of His Majeſty's Ships for the time being. You are to be careful that no intercourſe be carried on by meſſengers between Priſoners on parole and thoſe in confinement.

49.]—No clothing is to be ſupplied by you to Priſoners of War while remaining in the Colony, excepting when they are ſo deſtitute as ſeriouſly to endanger their health, in which caſe you are, with the approbation of the Commander in Chief or ſenior Officer of His Majeſty's Ships, to ſupply them with ſuch articles as they may abſolutely ſtand in need of: you are alſo, when Priſoners may be about to be ſent to England with the ſanction of the Commander in Chief or ſenior Officer of His Majeſty's ſhips, to ſupply them with ſuch articles of clothing as may be neceſſary.

50.]—You are to follow ſuch orders as you may receive from time to time from the Commander in Chief or ſenior Officer of His Majeſty's ſhips and veſſels in port for the time being, or if there ſhould be no ſuch Officer in port, from the Governor of the Colony, reſpecting the exchanging of Priſoners of War, taking care however that all exchanges be effected, as nearly as may be, upon the principle of man for man and rank for rank; and that all Priſoners, eſpecially thoſe under the ranks admiſſible to parole, be exchanged ſtrictly according to priority of capture, excepting ſuch of them as may have forfeited their turn of exchange by attempting to eſcape, by purchaſing or ſelling the priſon rations of proviſions, or any articles of clothing or bedding, or by attempting to purchaſe the turn of exchange of other Priſoners, or to ſell their own. No Priſoners taken in Privateers of the enemy are to be exchanged.

changed. With all Priſoners to be exchanged, you are to ſend a correct liſt in triplicate of their names and qualities, and the names of the ſhips in which they were captured; and if they be ſent in a Britiſh cartel veſſel, you are to direct the Maſter to deliver one copy of the liſt to the proper Officer at the port where he ſhall land the Priſoners, and to procure his receipt at the foot of the other two copies, ſpecifying the day on which the Priſoners ſhall have been landed, and whether victualled on that day on board the cartel or not. The Maſter
Appendix, N° 28. of every Britiſh cartel veſſel is to be furniſhed with Inſtructions according to the form in the Appendix; and upon the return of any cartel, you are to demand the ſaid Inſtructions, in order to prevent their being made an improper uſe of. If the Priſoners be embarked by you on board a cartel veſſel belonging to the enemy, you are to deliver one liſt to the Commander of ſuch cartel veſſel, and to take his receipt, as above directed, at the foot of two other liſts. You are to give ſimilar receipts for all Britiſh Priſoners who may be releaſed and received by you in exchange for thoſe of the enemy, and you are to keep an exact Account of all ſuch
Appendix, N° 29. exchanges in the form annexed. At the end of every quarter in which any exchanges ſhall have taken place, you are to tranſmit to us an Account of thoſe exchanges, made out agree-
Appendix, N° 30. ably to the annexed form, liſts of the names of all the Britiſh Priſoners received, and alſo one original liſt and receipt for each body of Priſoners ſent away by you, are to be tranſmitted by you in like manner.

51.]—The Contractor for victualling Priſoners of War in health, being bound by his contract to put on board Britiſh cartels or tranſports in which Priſoners may be embarked a ſufficient ſupply of proviſions, water, and water-caſks for their uſe on the voyage, if ſuch veſſels ſhould return to the Colony. The Maſters are to account to you for the expenditure of thoſe articles, and deliver the remains into your charge; and the rations of proviſions ſo delivered are to be iſſued to the Priſoners in your cuſtody, in lieu of an equal number of rations which would otherwiſe be demanded from the Contractor.

52.]—If any Priſoner be permitted to leave the Colony on parole, on condition of not ſerving until duly exchanged, you are to cauſe him to ſign duplicate engagements agreeably
Appendix, N° 31. to the form in the Appendix; and you are to furniſh him with a certificate in the annexed
Appendix, N° 32. form, taking care that the perſon of the Priſoner be properly deſcribed on the backs of ſuch engagements and certificates. You are alſo to enter the name, quality, ſhip or corps, and deſcription of every ſuch Priſoner in a book to be kept by you for that purpoſe; and you are to tranſmit to us by every opportunity liſts and particular deſcriptions of all Priſoners who may be permitted to leave the Colony on parole; and alſo to deliver ſimilar liſts and deſcriptions to the Commander in Chief or ſenior Officer of His Majeſty's ſhips on the ſtation. If any Priſoner ſo releaſed ſhould be again taken in actual ſervice without having been exchanged, you are to report the circumſtance to the Commander in Chief of His Majeſty's ſhips, who will give ſuch directions on the ſubject as he may judge proper; and in the meantime you are to keep ſuch Priſoner in cloſe confinement.

53.]—All Officers and Paſſengers when permitted to leave the Colony are, if able, to proceed at their own expence; but if you ſhould be ſatisfied that they have not a ſufficiency of money for that purpoſe, you are, with the approbation of the Commander in Chief or ſenior Officer of His Majeſty's ſhips on the ſtation, to allow to each of them ſuch a ſum as you may judge neceſſary, not exceeding however the amount of one month's parole ſubſiſtence, to which ſuch Officer or Paſſenger would have been entitled if he were to remain under your care.

54.]—As it is very deſirable that as many Priſoners as poſſible ſhould be ſent from time to time to this country on board of His Majeſty's Ships, or in unoccupied Tranſports returning hither, you are to make repreſentation to and to follow ſuch directions from the Commander in Chief of His Majeſty's Ships and Veſſels on the ſtation as he may give you for that purpoſe, obſerving that Priſoners taken in Privateers of the enemy are to be firſt ſelected, and you will take care to tranſmit correct liſts of all the Priſoners ſo ſent; you are alſo to ſend as great a number of Priſoners as poſſible to this country by Merchant Veſſels, which they are to aſſiſt in navigating; and for this purpoſe you are to make it known in the Colony by advertiſement a little time previous to the ſailing of every convoy, that Maſters of Veſſels by applying to you may receive any number of Priſoners they may think proper to take, without any fee or conſideration whatever, excepting what ſuch Maſters may agree to pay the Priſoners for their aſſiſtance in navigating the Veſſels. In all ſuch caſes you muſt be careful to cauſe the Maſters or Commanders of Merchant Veſſels to ſign duplicate engagements
Appendix, N° 33. according to the annexed form, for the amount of wages in ſterling money which they agree to pay to each Priſoner by the month or for the run, and alſo to deliver all the Priſoners they may receive from you into the cuſtody of ſome Agent for Priſoners upon their arrival in England, and not to permit them to go on ſhore at large, under a penalty of twenty pounds ſterling for each, diſtinctly apprizing them, that they muſt tranſmit to this Office within one month after their arrival, a receipt for the Priſoners from an Agent for Priſoners of War, or the Officer commanding the receiving Ship at Graveſend. No Priſoners are to be put on board Ships bound for Ireland, there being no depôt in that country. One copy of thoſe engagements is to be forwarded to us by every convoy in which any Priſoners ſhall be ſent; and you are alſo to furniſh ſuch Priſoner with a note under your hand, of the amount of the wages which he is to receive upon his arrival in England. If Priſoners of War are put on board any of His Majeſty's Ships for the purpoſe of being diſtributed among Merchant Veſſels about to ſail for this country, you are to communicate to the Captain or Commander the above Regulations, and furniſh him with a requiſite number of forms for engagements, in order that they may be ſigned in duplicate by the Maſters of the reſpective Veſſels on board which the Priſoners may be diſtributed, one of each of which engagements

you

you will requeſt him to ſend to you for the purpoſe of your tranſmitting them to us by the firſt Packet, reſerving the counterparts to be forwarded to us immediately upon his arrival in this country.

55.]—You are to tranſmit to us at the expiration of each month, an Abſtract, agreeably to the annexed form, of all orders and letters received from us in the courſe of that month, ſpecifying ſuch of them as remain unexecuted or unanſwered, and alſo ſtating thereon in the form preſcribed, ſuch letters (ſpecifying their dates) as you may have written to us, which have not been anſwered. Appendix, N° 34. Appendix, N° 35.

56.]—You are not to fail to write to us by every Packet, or oftener if there ſhould be opportunities, and each of your letters is to be accompanied with a duplicate of your immediately preceding one, and duplicates or copies of its enclofures.

57.]—You are carefully to preſerve all original orders or official letters which you may receive, and at the end of every year, to cauſe them to be bound together in one or more volumes. You are alſo to enter in a book to be kept for that purpoſe all letters which you may write on the public Service, and you are to form and regularly to keep complete an alphabetical index to each of the before-mentioned books, to the end that reference may at any time be had to every order which you may have received or letters you may have written, and theſe books are to be depoſited in your Office for the information of your ſucceſſors.

58.]—No eraſure is to be made in any Books or Accounts, but whenever an error ſhall have been diſcovered, or any alteration ſhall have been authorized, the ſame is to have a ſlight line drawn through it with a pen, and the correct words or figures are to be inſerted above in red ink.

59.]—When any repairs or works ſhall be deemed neceſſary, you are to report the ſame to the Commander in Chief or ſenior Officer of His Majeſty's Ships at the Colony, or in his abſence to the Governor, for his approval, and at the ſame time to deliver an eſtimate of the expence certified by a competent Officer of the Dock-yard, where there is one, to be fair and reaſonable, or by a creditable Surveyor, either of whom, when the work is finiſhed is alſo to certify in writing whether the ſeveral works be performed in a workmanlike manner, and agreeably to the eſtimate or contract which ſhall have been made; and for your guidance with reſpect to the preſervation and repairs of all buildings belonging to this Department in your charge, detailed regulations are ſubjoined in the Appendix, to which you are to pay the moſt particular attention, as far as the ſame can be conſidered to apply.

60.]—Over and above the ſalary mentioned in your warrant, you will be allowed by us after the rate of pounds ſterling per annum for ſtationary, but you are to obſerve that no commiſſion or diſburſements, or any other allowance whatever, can be made to you, and that no rations of proviſions will be allowed to you, your Clerks, Turnkeys, or any other perſons employed in the ſervice of this Department.

61.]—You will be furniſhed by us with the neceſſary printed forms of all kinds, and you are to take particular care that none of them be unneceſſarily expended, and that ſuch of them as ſhall be made uſe of may have all the columns properly and correctly filled up in every inſtance.

62.]—It being eſſentially neceſſary that all your periodical returns ſhould arrive regularly at this Office, you are to cauſe a liſt of all ſuch returns to be fixed up in your Office, and to ſee that it be from time to time replaced, if neceſſary, in order that your Clerk or Clerks may be conſtantly guarded againſt any neglect or omiſſion.

63.]—You are not to abſent yourſelf from your duty without leave from us or from the Commander in Chief of His Majeſty's Ships and Veſſels on the ſtation for the time being.

64.]—You are not to employ, or allow to be employed on private buſineſs, any Labourer, Nurſe, Artificer, Priſoner, or other perſon paid by the Public

65.]—You are not, either directly or indirectly, to have any intereſt or concern whatever in any Contract or Contracts under this Board, or any other Naval Department, nor are you to demand or receive, nor any other perſon for you, under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity, or reward from any Priſoner, or from any Contractor, Tradeſman, Workman, or other perſon having any connection whatever, either as a Principal or an Agent, with any part of your public duty, or having any buſineſs to tranſact either at the depôt under your charge or at this Office; nor are you, or any perſon in your behalf, to receive any fee, gratuity, or reward whatſoever, for the nomination or appointment of any perſon to be employed as a Clerk, or in any other capacity under your Department; to this effect you, as well as every other Officer and Clerk under you, are to take an Oath according to the preſcribed form, and to give Bond in three times the amount of your Salary; and in caſe of default therein, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. You are alſo to tranſmit to us, with your Quarterly Accounts, an Affidavit in the form alſo annexed, from yourſelf and all the perſons employed under you. Appendix, N° 37. Appendix, N° 38. Appendix, N° 39.

66.]—You are particularly to obſerve, that although you are referred to the Governor of the Colony in ſeveral of the above articles of inſtructions, yet excepting with reſpect to the admiſſion of perſons to parole in the Colony, you are not on any account whatever to apply to the Governor for an order, nor to receive any order from him relative to the ſervice of this department, when you can poſſibly have acceſs to the Commander in Chief or ſenior Officer of His Majeſty's Ships or Veſſels upon or near the ſtation, nor in any caſe in which the delay of communicating with the Commander in Chief or ſenior Officer of His Majeſty's Ships and Veſſels is not likely to be attended with manifeſt detriment to His Majeſty's Service; and whenever you ſhall have been under the neceſſity of acting under an order from the Governor, you are to take the earlieſt opportunity of reporting the ſame to the ſaid Naval Commander in Chief for his approbation.

67.]—You

67.]—You are to add to theſe Inſtructions all ſuch additional orders as you may from time to time receive in the nature of permanent or ſtanding regulations, ſo as that they may at all times be kept complete.

68.]—If you ſhould meet with any difficulty or obſtruction in carrying on the Service, you are to report the ſame to the Commander in Chief of His Majeſty's Ships on the ſtation.

Given under our hands at the Tranſport Office,
this day of

To

Agent for Priſoners of War at

By Command of The Commiſſioners,

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

APPENDIX

TO THE INSTRUCTIONS TO THE AGENTS FOR PRISONERS OF WAR ABROAD.

—N° 1.—

GENERAL ENTRY BOOK of Priſoners of War at

Current Number.	By what Ship or how taken.	Time when.	Place where.	Name of Prize.	Whether Man of War, Privateer, or Merchant Veſſel.	Priſoners Names.	Quality.	Time when received into Cuſtody. Day.	Month.	Year.	From what Ship or whence received.	Exch^d, Diſch^d, Died, or Eſcaped.	Time when. Day.	Month.	Year.	Whither diſcharged and by what Order.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 2.—

LIST of Priſoners of War received into the Cuſtody of Agent at the ſaid

Current Number.	Number on the General Entry Book.	By what Ship taken.	When.	Where.	Name of Prize.	Man of War, Privateer, or Merchant Veſſel.	Whence, or from what Ship received.	Time.	Priſoners Names.	Quality.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 3.—

LIST of the Ranks of Priſoners of War to be admitted to Parole, with the Approbation of the Governor and Commander in Chief.

Of Men of War - - - -	Admirals. Chefs de Diviſion or Commodores. Captains. Lieutenants. Enſigns. Aſpirants or Midſhipmen.
Of the Land Service - -	Every Officer bearing a Commiſſion not lower than Sous-Lieutenant.
Of unarmed Merchant Veſſels of 80 tons and upwards - - - - - -	Maſters or Firſt Captains. Chief Mates or Second Captains.
Of Privateers having actually on board, at the time of capture, 14 carriage guns or more mounted - -	Captains. Two other Officers, according to ſeniority on the Role d'Equipage, for every hundred men on board at the time of capture.

N. B. Priſoners taken in recaptured Veſſels, are to be conſidered according to their reſpective ranks on board the enemy's Veſſels to which they belong; and Officers of Merchant Veſſels and Privateers are only to be conſidered as ſuch, notwithſtanding any rank they may hold in the public Service of the enemy.

All Priſoners of the rank of a Field Officer are to be allowed one ſervant each, but none other.

—N° 4.—

FORM of Parole to remain in the Colony.

WHEREAS the Agent to the Commiſſioners for conducting His Britannick Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War at has been pleaſed to grant leave to the underſigned Priſoner of War, as deſcribed on the back hereof, to reſide in upon condition that give parole of honour not to withdraw from the bounds preſcribed there without leave for that purpoſe from the ſaid Agent, that will behave decently and with due regard to the laws of this Colony; and alſo that will not during continuance in either directly or indirectly carry on a correſpondence with any of His Majeſty's enemies, or receive or write any letter or letters whatever but through the hands of the ſaid Agent, in order that they may be read and approved by him do hereby declare that have given parole of honour accordingly, and that will keep it inviolably.

Dated at

Signature.	Quality.	Ship's Name or Corps.	Whether Man of War, Privateer, or Merchant Veſſel.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

— N° 5. —

FORM of Parole Certificate to remain in the Colony.

BY Authority of the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

THESE are to certify to all His Majeſty's Officers, Civil and Military, and whom elſe it may concern, That the bearer as deſcribed on the back hereof is a detained Priſoner of War upon parole at and that he has liberty to walk within the diſtance of one mile from the extremities of that place, but that he muſt not go into any field or croſs road, nor be abſent from his lodgings after ſix o'clock in the afternoon, nor quit his lodgings in the morning until the bell rings at ſix o'clock; wherefore you and every of you are hereby deſired and required to ſuffer him the ſaid to paſs and repaſs accordingly without any hindrance or moleſtation whatever, he keeping himſelf within the ſaid limits, and behaving according to law.

Given under my hand and ſeal at
this day of 180

Gratis.

{ Agent for
{ Priſoners of War.

— N° 6. —

LIST of Perſons who are conſidered as Non-Combattants, and to be immediately releaſed, provided the Commander in Chief or ſenior Officer of His Majeſty's Ships on the ſtation ſhould ſee no objection.

Of Men of War and Land Forces -
- Surgeons.
- Surgeons Mates.
- Purſers or Aides Commiſſaires.
- Secretaries.
- Chaplains.
- School Maſters or Inſtituteurs.

Of Merchant Veſſels and Privateers
- Surgeons.
- Surgeons Mates.

All paſſengers, or other men who are not engaged in the Naval or Military Service of the enemy, nor ſea-faring perſons.

All women and girls.

All boys under twelve years of age.

N. B. No perſon taken on board a recaptured Britiſh Veſſel is to be conſidered a Non-Combattant, whatever his ſituation may have been on board the capturing veſſel.

— N° 7. —

FORM of Paſſport to Non-Combattants.

BY Authority of the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

THESE are to certify to all His Majeſty's Officers, Civil and Military, and whom elſe it may concern, That the bearer as deſcribed on the back hereof, a taken is ſet at liberty without exchange, and permitted to return to

And whereas the ſaid is permitted to proceed direct and without delay from to all and ſingular His Majeſty's Officers, Civil and Military, are hereby deſired and required to ſuffer him to paſs accordingly without any hindrance or moleſtation whatever, provided he leave this Colony within days from the date hereof; but if he ſhould deviate from the route here pointed out, or be found in this Colony after the time allowed to him, he will be liable to immediate apprehenſion and impriſonment.

Given under my hand and ſeal at
this day of 180

Gratis.

{ Agent for
{ Priſoners of War.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

— N° 8. —

ABSTRACT of the Daily State of Priſoners of War at

Date.	By whom muſtered.	Total Number in Cuſtody.	Whereof Victualled			Alterations.									REMARKS.
			On full Allowance.	Short Allowance.	In the Hoſpital.	Exchanged.	Diſcharged.		Died.	Eſcaped.	Sent to the Hoſpital.	Received from the Hoſpital.	Retaken.	Received into Cuſtody.	
							N°	How diſpoſed of.						N°	From whom or whence.

—N° 9.—

DAILY ACCOUNT of Prifoners of War at between the and the

Date.	Total Number in Cuſtody.	Whereof Victualled			Alterations.									REMARKS.
		On full Allowance.	Short Allowance.	In the Hoſpital.	Exchanged.	Diſcharged. N°	Diſcharged. How diſpoſed of.	Died.	Eſcaped.	Sent to the Hoſpital.	Returned from the Hoſpital.	Retaken.	Received into Cuſtody. N°	Received into Cuſtody. From whom or whence.	

I do hereby certify, That the daily numbers above ſtated, as victualled in the Hoſpital, are right and true.

Agent.

Surgeon.

Ss

Appendix to the Inſtructions to the Agents for Prifoners of War Abroad.

—N° 10.—

ACCOUNT of Prisoners of War, who have died at between the and the 180

Current Number.	Number on the General Entry Book.	Names.	Rank.	Ship or Corps.	Man of War, Private, or Merchant Vessel.	Place of Nativity.	Age.	Where taken.	Time of Death.	Disorder or Casualty.

N. B. All expences incurred for the burial of Prisoners of War are to be paid by the Agent of the Commissioners for Sick and Wounded Seamen, who will give such directions as may be judged proper on the subject.

—N° 11.—

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

A SCHEME of Diet for the Hoſpitals for Priſoners of War.

FULL DIET.

A pint of tea in the morning for breakfaſt, and a like quantity in the evening, ſixteen ounces of bread, ſixteen ounces of beef or mutton, one pint of broth, ſixteen ounces of greens or good ſound potatoes, and two quarts of ſmall beer.

HALF DIET.

Tea, morning and evening, as above; ſixteen ounces of bread, eight ounces of beef or mutton, eight ounces of greens or good ſound potatoes, one pint of broth, and three pints of ſmall beer.

LOW DIET.

Tea, morning and evening, as above; eight ounces of bread, two ounces of butter, or in lieu of butter one pint of milk, half a pint of broth, or ſuch an additional quantity thereof as the Phyſicians or Surgeons ſhall judge proper.

One dram and a half of good Souchong tea, ſeven drams of good Muſcovado ſugar, and one-ſixth part of a pint of genuine milk to be allowed to every pint of tea.

The broth to be made by boiling together the meat allowed in the half and full diet, with the addition of twelve drams of good ſound barley, twelve drams of good onions, or one ounce of leeks and three drams of parſley for every pound of meat.

It will be found on trial, that the meat intended for the Patients on full and half diet will make a ſufficient quantity of good broth, ſo as to yield a full pint to them, and half a pint to thoſe on low diet.

In particular caſes of debility, or where the appetite may be capricious, the Phyſicians or Surgeons may be permitted to ſubſtitute for the uſual allowance of beef and mutton to Patients on full and half diet, ſuch quantities of fiſh, fowl, veal or eggs, as they may judge the caſe of each Patient to require, agreeably to their Inſtructions on that ſubject, taking into their conſideration, however, the practicability of providing ſuch articles at the time.

Half an ounce of ſalt to be allowed daily for each Patient in the Hoſpital, and one ounce of vinegar to each Patient on full and half diet.

MEMORANDUM:

The ſeveral drinks allowed to the Patients, ſuch as barley water, which in febrile caſes may be acidulated with lemon juice, toaſt and water, water-gruel, lemon water, vinegar whey, balm and ſage tea, will be iſſued from the Diſpenſary, as the Phyſicians or Surgeons ſhall from time to time preſcribe the ſame.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

— N° 12. —

ACCOUNT of the Number of Sick and Wounded Priſoners of War daily victualled in the Priſon Hoſpital at in the Months of and 180 by Mr. Contractor.

	January.			February.			March.		
	Patients.			Patients.			Patients.		
	Full Diet.	Half Diet.	Low Diet.	Full Diet.	Half Diet.	Low Diet.	Full Diet.	Half Diet.	Low Diet.
1.									
2.									
3.									
&c.									
&c.									

ABSTRACT.

Months.	Patients.			Servants.
	Full Diet.	Half Diet.	Low Diet.	
January - - -				
February - -				
March - - -				
TOTAL - -				

(To be approved by the Commander in Chief of His Majeſty's Ships.)

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 13.—

A. B. Agent and *C. D.* Surgeon for Priſoners of War at voluntarily make oath, That the ſtatement on the other ſide hereof contains a true and juſt Account of the number of Priſoners daily victualled in the Priſon Hoſpital on account of the Commiſſioners for His Majeſty's Tranſport Service, &c. in the months of 18 by Mr. Agent to Mr. the Contractor for Victualling the ſaid Priſoners, amounting to rations of full diet, rations of half diet, and rations of low diet for Priſoners; and that the ſaid Mr. has during the ſaid period complied in every reſpect with the terms of his contract.

A. B. Agent.
C. D. Surgeon.

Sworn before me at this
day of 180

E. F.

—N° 14.—

An ACCOUNT of Diſburſements made for French Priſoners of War in health by Agent for Priſoners of War at between the and the

Time.	Nature of Diſburſements for French Priſoners in Health.	By whoſe Order incurred, and the Date thereof.	Number of the Voucher.	Sum currency.

N. B. A diſtinct Account muſt be made out for the Diſburſements relative to Spaniſh Priſoners, and alſo for the Dutch; and ſeparate Accounts muſt be kept for Priſoners in ſickneſs, in the ſame form as for Priſoners in health.

Each of theſe Accounts muſt be approved by the Commander in Chief or ſenior Officer of His Majeſty's Ships on the ſtation.

FORM of AFFIDAVIT.

A. B. Agent for Priſoners of War at voluntarily maketh oath, That every article of Diſburſements inſerted in this Account, amounting to the ſum of Pounds, Shillings and Pence currency, is juſt and true, and that the money was really and truly paid to the perſons, and for the ſervices and things therein reſpectively mentioned, and to and for no other whatever.

A. B. Agent.

Sworn before me this day
of 18

C. D.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N°

D°

FORM of GENERAL

The Commiſſioners for conducting His Majeſty's Tranſport Service, &c. in
at between

Time.	Nature of the Diſburſements.	By whoſe Order incurred, and the Date thereof.	N° of the Voucher.	Sterling.	Currency.
	Contingent Diſburſements for French Priſoners in health as per account - - - - - - - - -		1 to 6		
	Parole Payments to French Priſoners in health, viz. for				
	January - - - - - - -		7		
	February - - - - - -		8		
	March - - - - - - -		9		
	Contingent Diſburſements for Spaniſh and Dutch Priſoners in health, in the ſame form as for French Priſoners.				
	Salaries:				
	Agent's Salary for one quarter, at ſterling per annum -				
	A.B.'s Salary, as Clerk, at D° - D°				
	One Turnkey - - - - D° - D°				
	Man to attend the Office, &c. one quarter, at ſterling per annum - - - - - - - - -				
	Standing Charges:				
	Stationary, one quarter, at ſterling per annum - - - - -				
	Office Rent, D° - - D° - - -				
	Contingent Diſburſements, &c. for Priſoners of War in ſickneſs, as per account - - - - - - -				

N.B. *This Account is always to be approved by the Commander in Chief,*

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

15.—

ACCOUNT CURRENT. Cr.

Account Current with Agent for Priſoners of War
the and the

Date of Bills.	No.	In whoſe Favour drawn.	Exchange, Premium, or Diſcount.	Sterling.	Currency.
		By my Bill of this Date to			

or ſenior Officer of His Majeſty's Ships who may be on the Station.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 16.—

FORM of BILL of EXCHANGE.

(*Place and Date.*)

£. Sterling, Exchange, at per Cent.
Premium, per Cent.
Diſcount, per Cent.

Thirty days after ſight of this my firſt Bill of Exchange, (ſecond and third of the ſame tenor and date not being paid) pay to the order of *A. B.* the ſum of [*expreſſed in words*] ſterling, for value received by me in the currency of this place, amounting to the ſum of [*expreſſed in words*] and no more, according to the rates of exchange, premium or diſcount above ſtated, and charge the ſame to my account for the ſervice of Priſoners of War in health in the quarter ending the as per advice.

To the Commiſſioners for the Tranſport Service, for taking care of Sick and Wounded Seamen, and for the care of Priſoners of War. London.

C. D. Agent for Priſoners of War.

We do hereby certify, That the rates of exchange, premium, or diſcount upon Bills on London, drawn for the public Service, were preciſely as above ſtated, on the day of 180 at this place.

E. F. Collector of the Cuſtoms.
G. H., *I. K.* Two principal Merchants.

I approve of this Bill, and believe the rates of exchange, premium or diſcount, to be correctly ſtated - - - -

L. M. Commander in Chief.

N. B. *When Bills are at par, the blanks for the rates of premium or diſcount are to be filled up with the word "None." The blank for diſcount is to be filled up in the ſame manner, when there is a premium, and vice verſâ.*

—N° 17.—

the 180 .

Pleaſe to receive the under-mentioned Priſoner, into the Hoſpital.

N° on the Agent's General Entry Book.	Priſoners Names.	Quality.	Diſeaſe or Hurt.

To
Mr. Surgeon. Agent.

—N° 18.—

the 180 .

The under-mentioned Priſoner being recovered this day diſcharged from the Hoſpital.

N° on the Agent's General Entry Book.	Priſoners Names.	Quality.	Diſeaſe or Hurt.

To
Mr. Agent. Surgeon.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 19.—

PRISONERS of War ſent to the Hoſpital at

Number on the General Entry Book.	Names.	Ships or Corps.	When ſent to the Hoſpital.	Returned to Priſon or Dead.	Time when.

—N° 20.—

LIST of Priſoners of War diſcharged out of the Cuſtody of Agent at

Current Number.	Number on the General Entry Book.	Name of Prize.	Man of War, Privateer, or Merchant Veſſel.	Priſoners Names.	Quality.	Time when diſcharged.	Whither, and by what Order.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 21.—

RANKS of Priſoners of War on Parole who are to be paid Subſiſtence as Commiſſioned Officers.

Of Men of War	Admirals.	
	Chefs de Diviſion.	
	Captains.	
	Lieutenants; alſo	
	Chief Surgeons.	
	Aides Commiſſaires, or Purſers.	If detained as Priſoners of War.
	Chaplains.	
Of the Land Forces and Marines	Generals.	
	Chefs de Brigade, or Colonels.	
	Chefs de Battaillon, or Lieutenant-Colonels.	
	Captains.	
	Lieutenants.	
	Sous-Lieutenants; alſo	
	Chief Surgeons, if detained as Priſoners of War.	

N. B. No Priſoner is to be allowed any additional ſubſiſtence on account of any child who may be born while the parents are ſubſiſted by you.

—N° 22.—

the day of 18 .

THIS is to certify, That a Priſoner of War on parole at is in a ſtate of health ſo bad as to ſtand in abſolute need of nurſing, and that he has been ſo ſince the inclusive.

Surgeon to Parole Priſoners at

—N° 23.—

the day of 180 .

THIS is to certify, That a Priſoner of War on parole at has ceaſed to be in a ſtate of health ſo bad as to require nurſing, and that he has not ſtood in need of the aſſiſtance of the Nurſe ſince the inclusive.

Surgeon to Parole Priſoners at

— N° 24. —

ACCOUNT of Prisoners of War on Parole at between the and the

Total Number.	Whereof				Since last Account				
	In Health.		In Sickness.						
	Commissioned Officers.	Inferior Officers and others.	Commissioned Officers.	Inferior Officers and others.	Exchanged.	Discharged.	Dead.	Run.	Admitted to Parole.

I certify that the numbers in sick quarters, as above stated, are just and true.

Agent.

Surgeon.

Appendix to the Instructions to the Agents for Prisoners of War Abroad.

—N° 25.—

ACCOUNT of Subsistence paid to Prisoners of War on Parole at in the Month of by Agent:

Current Number.	Number on the General Entry Book.	Name of Prize.	When taken.	Whether Man of War, Privateer, or Merchant Vessel.	Persons Names.	Quality.	Exchanged, Discharged, Died, Run, or Recovered.	Time when.	Whither, and by what Order, if Discharged.	Number of Days subsisted in Health at		Number of Days subsisted in Sickness at		Amount of Subsistence in Health. Currency.	Amount of Subsistence in Sickness. Currency.	We whose Names are under-written, do acknowledge to have received of the sum expressed against our Names respectively.
										3s. sterling, equal to Currency.	1s. 6d. sterling, equal to Currency.	6s. sterling, equal to Currency.	3s. sterling, equal to Currency.			

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 26.—

FORM of Affidavit to Monthly Account of Parole Subſiſtence to Priſoners of War.

A. B. Agent for Priſoners of War at voluntarily maketh oath, That he paid the Priſoners themſelves all the ſums ſet againſt their reſpective names in the annexed Account for the month of 180 that the ſeveral Signatures thereto were written by the parties themſelves, or by the perſons who have ſigned, as having received it for their uſe, in caſes where they could not receive the monies themſelves, and that with regard to ſuch ſums as are not ſigned for by the Priſoners, the true reaſon of the want of the Priſoners ſignatures is mentioned againſt each reſpective name under that circumſtance; and this Deponent further maketh oath, That no part of the ſaid monies for ſick Priſoners was paid but at the inſtance of the Surgeon, when he gave it as his opinion that the Priſoners were ſo ill as to require nurſing.

Sworn before me, &c. Agent.

—N° 27.—

THESE are to certify, That the reſpective ſums charged in the Account of Agent for Priſoners of War on parole at for the month of 180 as ſubſiſtence at an increaſed rate to ſick parole Priſoners, were actually paid at my deſire, in regard to the reſpective Priſoners being in ſuch a ſtate as, agreeably to the Inſtructions, entitled them in my judgment to that indulgence.

{ Surgeon to Priſoners of War on parole at

—N° 28.—

BY Authority of the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

YOU are hereby required and directed to receive on board the Cartel Veſſel under your command at Priſoners of War, and to proceed with them without loſs of time under a flag of truce to where you are to land them, and immediately thereafter to return to reporting your arrival thereto and tranſmitting an Account of your proceedings in the voyage.

You will be furniſhed with Liſt in triplicate of the Priſoners that may be embarked; one copy of which you are to deliver to the Commiſſary of Marine or other proper Officer, taking his receipt at the foot of the other copies, which you are to tranſmit to me on your return.

You are hereby further required and directed to cauſe the following daily allowance of proviſions to be iſſued to each Priſoner during the paſſage, viz.

* * * * * * * * *

And in order that the Priſoners may know the rations allowed them, you are to cauſe a table thereof to be affixed to the maſt of your veſſel.

You are to keep the Flag of Truce, as per margin *, conſtantly flying by night and day from the time of your receiving the Priſoners on board until your return to your deſtined port, and to take particular care that no goods or merchandize, nor any arms or ammunition of any kind (one gun and a few charges of powder for ſignals excepted) be on board your veſſel, either in the hold or on deck, during the voyage, upon any account or under any pretence whatever.

You are, if poſſible, to avoid putting into any Britiſh port while Priſoners are on board your veſſel, but if you ſhould be obliged to do ſo, you are not to fail to give immediate notice thereof to the Commanding Officer of His Majeſty's Ships, the Agent for Priſoners of War (if any) and to the Collector of the Cuſtoms at the port into which you may ſo put.

Given under hand and ſeal of Office,
at this day of
180

A. B. Agent for Priſoners of War at

To
Mr.
Maſter of the Cartel Veſſel hereby appointed
to proceed with Priſoners from to

* The Flag of the hoſtile nation to which the Cartel is bound is to be hoiſted at the maſt-head, and your own colours are to be hoiſted at the gaff end or enſign ſtaff.

Appendix to the Instructions to the Agents for Prisoners of War Abroad.

—N° 29.—

ACCOUNT of the Exchange of Prisoners of War with at

| Prisoners sent from. | | |

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

— N° 30. —

ACCOUNT of the Exchange of Britiſh Priſoners of War for the French Priſoners ſet againſt their Names.

Britiſh Priſoners.				French Priſoners.		
Dates.	Names.	Ranks.	Ships or Corps.	Names.	Ranks.	Ships or Corps.

— N° 31. —

FORM of an Engagement to be ſigned by every Priſoner who may be permitted to leave the Colony on Parole.

WHEREAS Agent to the Commiſſioners for conducting His Britannick Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War at has granted me, the underſigned Priſoner, deſcribed on the back hereof, permiſſion to return to upon condition that I give my parole of honour that I will not enter into any Naval, Military, or other Service whatever againſt the United Kingdom of Great Britain and Ireland, or any of the Dominions thereunto belonging, or againſt any Powers in alliance with Great Britain, until I ſhall have been regularly exchanged for one or more Britiſh Priſoners of equivalent rank, and that I will furrender myſelf at ſuch place and at ſuch time as ſhall be required by the ſaid Commiſſioners or their Agent for the time being, to whom I am to give notice from time to time of my place of reſidence. Now, in conſideration of my enlargement, I do hereby declare, That I have given my parole of honour accordingly, and that I will keep it inviolably.

Given under my hand at
this day of 180

(continued)

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

N° 31—*continued.*

Signature.	Rank.	Ship or Corps.	Man of War, Privateer, or Merchant Veſſel.

—N° 32.—

FORM of Certificate to Priſoners leaving the Colony on Parole.

BY Authority of the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

THESE are to certify, That as deſcribed on the back hereof, late has been releaſed from and permitted to return to for the purpoſe of effecting his exchange by procuring the releaſe of a Britiſh Priſoner of War of equal rank, upon his having engaged that he will ſurrender himſelf at ſuch place and at ſuch time as the ſaid Commiſſioners or their Agent for the time being, may require; and that he will not ſerve againſt the United Kingdom of Great Britain and Ireland, or any of the Dominions thereunto belonging, or againſt any powers in alliance with Great Britain, until he ſhall have been regularly exchanged.

And whereas the ſaid is permitted to proceed direct and without delay from to all and ſingular His Majeſty's Officers, Civil and Military, are hereby deſired and required to ſuffer him to paſs accordingly, without any hindrance or moleſtation whatever, provided he leave this Colony within days from the date hereof; but if he ſhould deviate from the route hereby pointed out, or be found in this Colony after the time allowed to him, he will be liable to immediate apprehenſion and impriſonment.

Given under my hand and ſeal at this day of 180 }

Agent for Priſoners of War.

Gratis.

—N° 33.—

LIST of Priſoners of War embarked on board Merchant Veſſels at to aſſiſt in navigating them to England.

Current Number.	Number on the General Entry Book.	In what Ship or how taken.	Priſoners Names.	When embarked.	In what Ship embarked, and Maſter's Name.	To what Port bound.	Wages or Allowance agreed to be paid to each Priſoner, and whether by the Month or Run ſterling.	Paid in advance previous to their leaving the Colony ſterling.	We, whoſe Names are hereunder written, do engage each for himſelf, to pay upon our arrival in England to the ſeveral Priſoners received on board our Veſſels as ſtated againſt our Names, after the ſeveral Rates ſet againſt their Names reſpectively; and alſo to deliver the Priſoners immediately after our arrival in England, into the Cuſtody of ſome Agent for Priſoners of War, under the Penalty of £.20. for each Priſoner who ſhall not be ſo delivered, or who ſhall be permitted to go on ſhore at large.

A. B. Agent for Priſoners.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

— N° 34.—

ABSTRACT of Orders received from the Tranſport Board which remain unexecuted, or Queſtions unanſwered.

Warrant, or Letters.	Date.	Subject.	Reaſon of being unexecuted or unanſwered.

Agent.

— N° 35.—

ABSTRACT of Letters written to the Tranſport Board, to which Anſwers have not been received.

Date.	Subject.	When and by whoſe Conveyance ſent.	
			N. B. *To be left blank for the uſe of the Office.*

Agent.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

—N° 36.—

REGULATIONS relative to the Preſervation and Repairs of all Buildings appertaining to His Majeſty's ſeveral Naval Eſtabliſhments.

General Care of Buildings.

Examination of roofs.

1. That all roofs be examined quarterly throughout the year, alſo at the breaking up of every froſt, and after every extraordinary high wind.

Of gutters and water-pipes.

2. That all gutters and rain-water trunks and pipes be examined and cleaned quarterly, as alſo upon any appearance of leakage in the roof.

Care of roofs after falls of ſnow.

3. That after every fall of ſnow, particularly on buildings having parapet walls to their roofs, the ſnow be cleared from the gutters and pipes as ſoon as poſſible, but that it be allowed to remain on the roofs until it melts itſelf away.

Care of water-pipes during froſt.

4. That in time of froſt the neceſſary precautions be taken to prevent the water in expoſed water pipes from freezing, ſuch as cauſing a ſmall ſtream of water to run conſtantly through them, or covering them up with litter, ſaw-duſt and ſhavings, aſhes, or other ſubſtances which conduct heat ſlowly.

Sweeping of chimnies.

5. That chimnies, in which there is any occaſional fire, be ſwept once a year.

6. That chimnies in which there is a conſtant fire in the winter ſeaſon, and flues of coppers and ovens, be ſwept not leſs than once nor oftener than twice a year.

7. That kitchen chimnies be ſwept quarterly throughout the year.

Period of genera. repair.

8. That once in eight years, being the period at which buildings in general will require to be painted within ſide as well as without, be conſidered as the time for general repairs.

Carpenter's Work.

Urgent repairs.

9. In caſe of accidental damage to the wood work of any building, which may be likely to be productive of eſſential injury to the building itſelf, or which may be any material impediment to the uſe of the building, that ſuch damage be repaired immediately.

Repairs not urgent.

10. That all repairs of wood works, which can be poſtponed without material injury to the building, be put off till the time of general repair.

Bricklayer's and Maſon's Work.

Urgent repairs.

11. On the diſcovery in a building of any failure, from the neglect of which the building itſelf would ſuffer, ſuch as the falling off of ſlates or tiles from the roof, that the damage be immediately repaired.

Repairs not urgent.

12. That all repair of the brick or maſonry work in or about any building that can be poſtponed without immediate injury to the building, ſhould be put off to the time of general repair.

Pavement.

13. That in like manner the repair of the pavement in or about buildings, ſuch as that of domeſtic offices, court yards, &c. be deferred (if poſſible) to the time of general repair of the buildings.

Paint Work.

New work.

14. That all new wood work requiring to be painted, either within ſide or without ſide of any buildings, be painted three times in oil.

Old work, when renewed.

15. That all paint work on the outſide of any building, as alſo poſts, chains, or rails, be repainted every four years, either once, twice, or three times in oil, according to the degree of expoſure of the ſituation, as alſo according to the value of the work on which it is beſtowed.

Inſide work, when renewed generally.

16. That all inſide work will be allowed to be painted once in eight years; twice in oil, if thought neceſſary.

When renewed partially.

17. That in the houſe allotted for the reſidence of the ſuperior Officer of each department four rooms, and in the houſes of other Officers two rooms, be allowed to be painted (once in oil, clear cole and finiſh) at the intermediate term of four years, between the times of general repair.

Repairing paint work.

18. That on the occaſion of any ſmall reparation that may be neceſſary to the wood work of any building, ſo much only of the paint work as has been defaced by the repair, be allowed to be repainted.

Painting ſtone work aboliſhed.

19. That the painting of ſtone work about buildings, as are now practiſed in His Majeſty's Dock Yards, be diſcontinued.

Colours allowed for outſide work.

20. That none but common colours be allowed for outſide work of any deſcription whatſoever.

Expenſive colours, where allowed.

21. That excepting in two rooms of the houſe allotted to the ſuperior Officer of each eſtabliſhment, no expenſive colours, ſuch as lilacs, pinks, bright greens, and other colours of equal coſts, be allowed, nor any dead white.

No oil paint where lime whiting will ſuffice.

22. That no oil painting be allowed where lime whiting may be ſufficient for the preſervation of the building and for cleanlineſs, excepting only in the dwelling-houſes of Officers, where, in conformity to general ideas of neatneſs, paint work for the principal parts of the houſe may be ſtill allowed.

Lime Whiting

General uſe of lime whiting.

23.—That with a view to cleanlineſs and healthfulneſs, as well as to economy, the kind of white waſhing called lime whiting be ſubſtituted inſtead of white waſhing with whitening and ſize, in

in regard to buildings of every deſcription, excepting only that common white waſhing may for the preſent be continued to be allowed for the principal apartments of dwelling-houſes.

Furniture may be lime whited.

24. That for the accommodation of Officers to whom houſes are allowed in any Naval Eſtabliſhment, all bedſteads or other furniture liable to harbour vermin, be permitted to be lime whited or waſhed with lime-water annually, if aſked for.

Lime whiting renewed annually.

25. That in all caſes where lime whiting is employed, it be allowed to be renewed annually, if aſked for.

Twice a year.

26. That all Store-houſes for bedding and ſlops be lime whited twice a year, if circumſtances will admit of it.

Four times a year.

27. That all buildings appropriated to the uſe of the Sick be lime whited four times a year, or as often as thoſe entruſted with the care of them may think neceſſary.

Mixture of colours with lime whiting.

28. That where lime whiting is employed for walls within a dwelling-houſe or office, a ſmall proportion of ochre, or any other colouring matter of equal cheapneſs, be allowed to be mixed with the lime.

Common white waſhing.

29. That common white waſhing allowed to Officer's houſes, be allowed to be renewed only at the ſame time with the paint work.

Glazing.

Beſt Newcaſtle crown glaſs.

30. That beſt Newcaſtle crown glaſs, or glaſs of equal goodneſs, be allowed only for the two principal floors of dwelling-houſes.

Second Newcaſtle crown glaſs.

31. That ſecond Newcaſtle crown glaſs, or glaſs of equal goodneſs, be allowed for all public offices, and for all parts of dwelling-houſes where the beſt is not allowed, excepting ſervants apartments and domeſtic offices.

Newcaſtle green glaſs.

32. That Newcaſtle green glaſs, or glaſs of equal goodneſs, be the kind of glaſs allowed for garrets, kitchens, and domeſtic offices in dwelling-houſes, as alſo for all ſtorehouſes, workſhops, ſheds and buildings, other than thoſe above ſpecified.

Repairs of glazing.

33. That glazing in general be repaired when found neceſſary, but not on account of cracks in the panes.

Cleaning windows.

34. That the windows of offices, and of the two principal floors of dwelling-houſes, be allowed to be cleaned, within ſide and without, twice a year, and thoſe of the ſuperior Officer of each department four times a year, and the windows of other parts of dwelling-houſes and of workſhops once a year, and that rather at the beginning of October, when the days are becoming ſhort, than at any other time; beſides which, it is very important that the readineſs for uſe of the engines prepared for extinguiſhing of fire ſhould be frequently aſcertained, thoſe engines ſhould be uſed at leaſt once a month, for waſhing the outſides of windows to buildings in general, according as they ſtand moſt in need of it.

Paper Hangings.

Paper hangings, where allowed.

35. That in the caſe of all new houſes, or at the time of general repair in old ones, where the wainſcotting is materially decayed, paper hangings be allowed throughout, excepting for ſervants rooms and domeſtic offices.

Times for new papering.

36. That the period for new papering be the ſame, when found neceſſary, as for new painting, viz. at the end of eight years, excepting that at the intermediate term at which a certain number of rooms are allowed to be re-painted, the paper-hanging of thoſe rooms may then be repaired, and new borders allowed, if the old ones have ſuffered unavoidable injury.

Prices of paper.

37. That the average prices to be allowed for paper, including the expence of hanging, be as follows:

For four rooms in the houſe of the ſuperior Officer, at the average rate of 10*d.* per yard for the hangings and 8*d.* for the borders.

For two rooms in the houſes of other Officers, at the average rate of 9*d.* a yard for the hangings and 6*d.* a yard for the borders; and for all other parts of the houſe where paper is allowed, at the average rate of 6*d.* a yard for the hangings and 2*d.* a yard for the borders.

No under Paper.

38. That no additional expence be incurred for under paper.

Paper, where not allowed.

39. That no paper-hangings be allowed for ſervants apartments or domeſtic offices.

Fixtures to Dwelling-houſes and Offices.

Occupants of houſes reſponſible for fixtures by Schedule.

40. That at the entrance of each Officer into the houſe allotted for his reſidence, he be required to ſign a Schedule of all the fixtures contained therein, to which Schedule any occaſional addition to the fixtures ſhould from time to time be added; and that at the removal or death of the occupant, he or his executor be required to deliver up in good order the ſaid fixtures, or to make good, at his own expence, any deficiencies, reaſonable wear and tear excepted.

41. That in like manner every Officer or Clerk who is provided with an office, be required to ſign a Schedule of the fixtures contained in it, and be reſponſible for them.

Contents of Schedules.

42. That in theſe Schedules there be noted not only the larger articles of fixtures, ſuch as ciſterns, coppers, ſtoves, preſſes, ſhelves, but alſo ſuch ſmall articles as it is uſual to inſert in agreements between landlords and tenants; ſuch as locks, finger plates, cloak pins, hooks, rings, faſtenings to windows, and particularly keys to locks, articles on account of which the expenditure from careleſsneſs has been very great.

Fixtures replaced when worn out.

43. That fixtures, when worn out by real uſe, be returned into ſtore, and new ones furniſhed in lieu; but that the renewal, if poſſible, be poſtponed to the time of general repair.

44. That

44. That no expence be incurred for lacquering of braſs work, ſuch as locks, hinges, finger plates, cloak pins, eſcutcheons, &c. but at the time of general repair, if then found neceſſary. New lacquering braſs work.

45. That no expence be incurred for cleaning or oiling ſmoak jacks, for cleaning or poliſhing ſtoves, fire-irons, fender or other iron or ſteel fixtures, excepting what may be allowed at the time of general repair. Cleaning iron work when allowed.

46. That no ſcouring paper or black lead be allowed for any dwelling-houſe at any time, excepting what may be uſed by the workmen at the time when general repair is allowed. No allowance of ſcouring paper or black lead.

47. That there be allowed two days work of a ſmith annually in each dwelling-houſe, or four days work in the inſtance of a ſuperior Officer, for the purpoſe of keeping bells, locks, and other fixtures in repair. Annual allowance of ſmith's work.

48. That there be allowed two days work of a joiner annually in each dwelling-houſe, or four days in the inſtance of a ſuperior Officer, to aſſiſt in replacing bedſteads or other furniture that may have been removed, for the purpoſe of deſtroying vermin or other neceſſary purpoſes. Annual allowance of Joiner's work.

Miſcellaneous Regulations.

49. That at the coming in of a new occupant to a houſe in any of the Naval Eſtabliſhments, he be allowed for the putting up of his furniture the aſſiſtance of ſix days work of a joiner, or twelve days work in the caſe of a ſuperior Officer. Aſſiſtance allowed to a new occupant.

50. For the purpoſe of ſaving the various expences and miſemployment of time attendant on the removal of an Officer from one houſe to another, that for the future no Officer already reſident in any of the Naval Eſtabliſhments be permitted, on his appointment to any other ſituation in the ſame Eſtabliſhment, to remove from the houſe he occupies, excepting in thoſe caſes where there is a material ſuperiority in the accommodations afforded in the houſe which had been occupied by his predeceſſor. Unneceſſary charge of occupants not allowed.

51. That all former regulations reſpecting the repairs of buildings be conſidered as annulled; but if any caſe ſhould ariſe which is not herein provided for, it be the duty of the reſpective Officers to apply for further inſtructions. Former regulations annulled.

—N° 37.—

FORM of an Oath to be taken and ſubſcribed by all Officers and Clerks employed at the Depôts for Priſoners of War.

I .do ſincerely promiſe and ſwear, That I will be faithful, and true allegiance bear to His Majeſty King George the Third, and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at the Depôt for Priſoners of War at and will ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given me by the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War; and that I will not, either directly or indirectly, accept, take or receive from any Priſoner of War, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of over and above the Salary, and ſuch allowances as may from time to time be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners of His Majeſty's Tranſport Service, &c.; and that I will not, either directly or indirectly, have any intereſt or concern in any Contract under the Tranſport Board, or any other Naval Department, or in any Stores furniſhed or provided for the ſervice of Government, or in the purchaſe of any which ſhall be ſold by Government, or by the order of Government, and that I will not demand, take or receive, either directly or indirectly, any fee, gratuity or reward, for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered into any Department under the Tranſport Board.

So help me God.

—N° 38.—

FORM of a Bond to be given by all Officers and Clerks employed at the Depôts for Priſoners of War.

KNOW all men by theſe Preſents, That I am held and firmly bound unto our Sovereign Lord George the Third, by the grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made I bind myſelf, *my heirs, executors and adminiſtrators,** firmly by theſe Preſents. Sealed with my ſeal, dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 180

* In the Bond to be granted by the Agents and Stewards Clerks only.

Appendix to the Inſtructions to the Agents for Priſoners of War Abroad.

The Condition of this Obligation is ſuch, That if the above bounden do and ſhall faithfully, honeſtly and diligently, to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of to which he has been appointed at and ſhall ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given him by the Commiſſioners for the Tranſport Service, or by any Officer ſuperior to him in his line of duty, and ſhall not, either directly or indirectly, accept, take or receive from any Priſoner, or from any Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſums of money, or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, nor receive any emolument whatever in reſpect to his ſaid office of over and beyond the Salary, and ſuch allowances as may from time to time be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners, and ſhall not, either directly or indirectly, have any intereſt or concern whatever in any Contract under the Tranſport Board, or any other Naval Department, nor demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, for the nomination, appointment or entry, or for interference in the appointment or entry of any Clerk or Perſon appointed or entered in any Department under the Tranſport Board, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered, (being firſt duly ſtamped) in the preſence of

— N° 39. —

FORM of Quarterly Affidavit reſpecting Fees, &c.

THESE Deponents employed in the Department for Priſoners of War at voluntarily make oath, That during the quarter commencing the and ending the they have not received, either directly or indirectly, any perquiſite, fee, gratuity, or reward of any kind whatſoever, from any Contractor, Tradeſman, Priſoner, or Commiſſary for Priſoners, or any Perſon or Perſons having any connection with them, the ſaid Deponents, in the diſcharge of their public duty.

Sworn before me this day of 180 E. F.

A. B.
C. D.
&c.

INSTRUCTIONS

TO THE SURGEONS AT THE DEPOTS FOR PRISONERS OF WAR AT HOME.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—You are to make the houſe or apartments allotted you in the Hoſpital your conſtant reſidence, in order that you may be at all times in readineſs to execute the duties of your office.

2.]—The Agent is inveſted with full authority over every perſon in all matters relating to the general economy, diſcipline and good order of the Hoſpital, excepting the medical and chirurgical treatment of the ſick. You are therefore to obey his directions on all occaſions, excepting in caſes that are purely medical, and whenever the ſame ſhall happen to be contradictory to theſe inſtructions, or any other ſtanding regulations which you may be under at the time, you are to inform him thereof in writing. But if, notwithſtanding, he ſhall deem it proper to perſiſt in the order he has given, you are immediately to comply therewith, and repreſent through him the circumſtances to us.

3.]—In order that the Agent may have complete knowledge of the concerns of the Hoſpital, all orders and letters relative thereto from this Board will be ſent unſealed, under cover to him; and all communications, of whatever nature, which you may hold with us or with other public Boards, are to be delivered unſealed to the Agent, that he may forward them with ſuch remarks as he ſhall judge neceſſary.

4.]—You are to viſit the Priſon every morning at the hour of eleven, or ſo ſoon as you ſhall have finiſhed your Hoſpital duty; and on finding any of the Priſoners ſo ill that it is neceſſary they ſhould be put into the Hoſpital, you are to report in writing to the Agent the neceſſity of removing them, and he will give you a ticket in the form annexed; but thoſe

Appendix, N° 1.

whoſe

whoſe caſes are ſo ſlight, that they may without danger remain in Priſon, are to be attended there, and furniſhed with the medicines proper for their recovery.

5.]—The ſick are to be claſſed according to their diſorders, in the beſt manner the Hoſpital will admit of; and in caſe any infection ſhould be obſerved, you are immediately to apprize us of it; and thoſe who may be infected are to be kept apart from the reſt until our further directions can be had.

6.]—On the admiſſion of any Patient, a correct hiſtory of his caſe is to be written on a Preſcription Ticket, according to the annexed form, with a particular detail of the different ſymptoms that attend it; and this is to be continued daily when any alterations appear. When the medicines preſcribed ſhall have been prepared by the Diſpenſer, the ticket is to be returned to the Patient's cradle. Appendix, N° 2.

7.]—Every Patient received into the Hoſpital by you is to be waſhed in a bathing-tub, with warm water and ſoap, before he be put to bed, unleſs you ſhall deem it improper; in ſuch caſe he may be gently waſhed by a Nurſe, with a cloth dipped in warm water with ſoap, ſhould his caſe admit of it; and this proceſs of waſhing and bathing Patients is invariably to be done in the preſence and under the ſuperintendance of an Aſſiſtant Surgeon, in order that he may immediately adminiſter ſuch relief as the Patient may happen to require.

8.]—You are to take care that each Priſoner be provided with a cradle bed, and ſuch articles of bedding as we may from time to time ſupply you with, as alſo a clean pair of ſheets, a pillow-caſe and a night-cap, immediately on his admiſſion into the Hoſpital, which is to be ſhifted every fourteen days, or oftener, if his diſtemper requires it; and you are to be particularly careful that the Patient's body linen be ſhifted every fourth day, or oftener, if neceſſary, and their ſheets every fortnight, and that their perſons be kept clean. When any Priſoner ſhall be diſcharged from the Hoſpital, the bed and bedding on which he lay is to be aired, and made perfectly ſweet and clean before any other Patient be put into it; and in caſe of infection, they are to be fumigated with ſulphur until the contagion ſhall be ſubdued. The different articles, together with the hair, are then to be boiled, and thoroughly waſhed with ſoap and water, and the Hoſpital is at all times to be kept as ſweet and as clean as poſſible.

9.]—When any Patients are received into the Hoſpital with contagious diſeaſes, you are to report the ſame to the Agent, that he may give the neceſſary orders for carefully attending to the eſtabliſhed regulations for boiling and purifying their clothing, bedding, &c. You are likewiſe to ſuggeſt to him the uſe of ſuch other means as may, in your opinion, tend to deſtroy and prevent the ſpreading of contagion, obſerving that no ſerviceable article is to be burned, provided in your opinion it can be ſufficiently purified; and whenever, from the nature of the diſeaſe in any ward under your care, you ſhall conſider it prudent to prevent any communication therewith, except by the Medical Officers and Nurſes, you are to repreſent the ſame in writing to the Agent, ſpecifying the names of the Patients in ſuch wards, in order that he may take ſuch meaſures thereon for preventing communications, as he may judge proper.

10.]—Hoſpital dreſſes, ſhirts, and other articles, will be ſupplied for Priſoners in fevers, dyſenteries, or any contagious diſorders, and are to be iſſued to ſuch Patients, as well as to any others for whom you may judge them to be abſolutely neceſſary. All Patients uſing the Hoſpital dreſſes are to have their own clothes taken from them, which are not to be again delivered to them until they are upon their recovery, and the clothes and linen of ſuch Patients are to be waſhed and cleaned before put on.

11.]—You are to viſit every Patient, who may be received to your care, as ſoon as poſſible after his admiſſion to the Hoſpital, to preſcribe for him ſuch medicine, diet and treatment, as you may judge proper, and to ſee that ſuch further care be taken of him as the circumſtances may require.

12.]—The whole of the wards occupied by the Patients are to be regularly white-waſhed by the Priſoners every ſix months, or oftener, when contagion or any other circumſtance ſhall render it neceſſary; and with a view to keep them as clean and wholeſome as poſſible, the Patients are to be occaſionally removed from their reſpective wards into empty ones, for the purpoſe of cleaning, airing, and white-waſhing thoſe from which they may have been taken.

13.]—All Patients becoming incurable, are to be kept in garret wards in the Hoſpital, or ſome part of the Priſon by themſelves, according to the circumſtances of their caſes.

14.]—Patients in fever wards, as ſoon as a perfect remiſſion of fever ſhall take place, are to be ſent into convaleſcent wards, and the beds and bedding which they ſhall have uſed are to be daily cleaned and purified, or changed, if neceſſary.

15.]—It being very deſirable that the beds and bedding ſhould be taken out of the wards as often as circumſtances ſhall require and the weather will admit, and that each article ſhould be ſhaken and expoſed to the open air for ſeveral hours, and repeated as often as the weather and other circumſtances will permit, you are, whenever you ſhall judge this to be neceſſary in any ward under your care, to report the ſame to the Agent, who will order ſuch labourers as may be neceſſary to perform this ſervice, and direct the ſentinel to be placed over the various articles, while they continue ſo expoſed, to prevent any thing being loſt.

16.]—No Patient is to be allowed to remain in a convaleſcent ward who is ſo ill, from relapſe, as to keep his bed all day, but ſuch Patients are to be immediately returned into a ſick ward; and in ſuch caſe you are to take care not to replace the Patient in the ſame bed which he ſhall formerly have quitted.

17.]—Patients who have had the ſmall-pox, meaſles, or any infectious diſorder, are not to be diſcharged as cured, till ſuch time as there ſhall appear to be no danger of their communicating

nicating the infection in the Priſon. Patients, after fevers or any other debilitating diſeaſe, are not to be diſcharged into the Priſon as cured, until their ſtrength ſhall have been ſufficiently recruited.

18.]—You are to take care that the wards and the utenſils therein be conſtantly kept in a ſtate of the moſt perfect cleanlineſs, and that there be a proper number of Nurſes employed and attending to their duty.

19.]—It being deſirable at all times that no more wards ſhould be occupied than are neceſſary, you are to take care that the ward or wards already appropriated be filled, agreeably to the proportion of room allowed, before you ſend any Patient to another ward, taking care, however, that diſeaſes be not improperly mixed.

20.]—In the fever, flux, meaſles, and ſmall-pox wards, panada, water-gruel, and rice-gruel are always to be kept in readineſs for the Patients. When they are very low, food is to be given every two or three hours at fartheſt, by a ſpoonful or two at a time. The drinks to be allowed in theſe wards are barley-water, toaſt and water, acidulated with cream of tartar, balm, mint, or ſage tea, and vinegar whey.

Appendix, N° 3. 21.]—The Priſoners in the Hoſpital are to be victualled agreeably to the annexed ſcheme of diet, conſiſting of full, half and low diet, as you may direct; and you are to take care that no deviation therefrom be allowed, with reſpect to the Patients under your care, without our authority. All the proviſions for the Hoſpital are to be demanded by the Agent from the Contractor, and for his guidance in demanding them, you are to deliver to him daily, immediately after you ſhall have viſited the ward, the Hoſpital Diet Books kept by you in the form annexed, in which are to be inſerted the number of Patients daily victualled on each diet. You are conſtantly, with the Agent, when his other duties will admit, to inſpect the proviſions delivered in for the uſe of the Hoſpital, and to take every poſſible care that none of an improper quality be iſſued; and if any article delivered in ſhall be conſidered by the Agent and yourſelf as of an improper or inferior quality, he will forthwith, with your aſſiſtance, and that of the Commanding Officer of the guard doing duty over the Priſoners, and of the Agent's firſt Clerk, cauſe a ſurvey to be held thereon; and articles of a proper quality to be ſupplied in the room of ſuch as may be rejected. You are alſo to ſee that the proviſions ſerved by the Contractor be of a proper quality and quantity, that they are well cooked, and that the Patients are not defrauded of any part of them. You are likewiſe to obſerve, that a Diet Table, written in the native language of the Patients, and comprehending the ſcheme of victualling, is paſted up in ſome conſpicuous part of each ward, in order that the Patients may be enabled to aſcertain the extent of the allowances made to them by Government in the different claſſes of full, half and low diet; and that two truſty chronic or convaleſcent Patients, ſelected by thoſe of the ward to which they belong, attend their reſpective Nurſes to the cook-room, for the purpoſe of ſeeing their proviſions weighed and meaſured, as well as to ſatisfy themſelves and ward-mates that perfect juſtice is done them by the Contractor.

Appendix, N° 4.

22.]—The Agent being directed to tranſmit to us weekly an Account of the number of Priſoners daily victualled in the Priſon Hoſpitals, you are to certify as to the number ſtated to have been daily ſubſiſted in the Hoſpital; you are alſo to make affidavit jointly with the Agent to the Quarterly Account, which he is directed to tranſmit, of the number of ſick Priſoners daily victualled, and deliver to him your Diet Books at the expiration of each quarter, in order that he may forward them with the Victualling Accounts; and you are to ſend an Affidavit quarterly, ſtating, that none of the Priſoners were unneceſſarily ſent to or detained in the Hoſpital longer than was requiſite.

23.]—As the difficulty of curing wounds or ſores may in a great degree be aſcribed to the expoſure of the Patients to impure air, which affects them in two ways; firſt, By the reſpiration of foul air, producing a ſtate of conſtitution unfavourable to health; and, ſecondly, by the tainted atmoſphere of foul or ſphacelating ulcers coming in contact with the ſurface of recent or clean wounds or ſores; you are therefore to be particularly attentive that all the wards under your direction be well ventilated, and that no Patient who may be received with recent or clean wounds be placed in the ſame ward with Patients who may be afflicted with foul or ſloughing ulcers, obſerving alſo when a wound or ulcer becomes clean, that the Patient be removed to a convaleſcent ward with clean ſores. You are to be very careful to cauſe all the foul bandages, on their being taken off, to be immediately immerſed in boiling water, and thoroughly waſhed, and that every ſponge and utenſil, after being employed in dreſſing, be regularly cleanſed in the ſame manner. Great care is likewiſe to be taken that every ſponge be deſtroyed as ſoon as the Patient's cure has been completed, but if the caſe has been a foul or ſphacelating ulcer, the ſponge is to be deſtroyed whenever the ſore ſhall have become clean, that the diſeaſed action may not be renewed; and you are to take all poſſible care that the bedding and clothing of all Patients labouring under ulcers of any deſcription, be ſo purified as to prevent the poſſibility of communicating infection.

24.]—You are to cauſe the Aſſiſtant Surgeons, having the charge of wards, to begin their viſitations at or before half paſt nine in the morning during the ſummer, and at or before ten o'clock in the morning during winter. The evening viſits throughout the year are to be made at ſix o'clock, or ſuch late hour as the prevailing diſeaſe or the nature of the caſes under your care may require.

25.]—When a ward has been viſited, the Preſcription Tickets, with the Medicine Baſkets, are immediately to be ſent to the Diſpenſary, that the Patients may have their medicines as ſoon as poſſible.

26.]—You are to cauſe one or more Aſſiſtant Surgeons, according to the number of the ſick, to be conſtantly on the ſpot, and ready at calls, by night or by day, in caſe of accidents. They are to viſit the wards every evening; to ſee that the medicines preſcribed in the morning

ing are received; that the Nurſes underſtand the directions written to each and the mode o adminiſtering them; and that there is a ſufficiency of drink, medicine, and every neceſſary to ſerve till next morning, and to make ſuch alterations in the medicines preſcribed, as from change of ſymptoms may appear to them neceſſary, for which they are to aſſign their reaſons to you the next morning.

27.]—In the Preſcription Tickets are to be marked the diſeaſe and ſymptoms of the Patients, day by day, as they occur, which tickets are to be preſerved with the greateſt care, and to be kept clean, it being neceſſary to tranſmit them once a month to us, with the Diſpenſer's wine book, as they are the only vouchers the Diſpenſer has for his iſſues of wine and medicines.

28.]—If the number of Patients placed under your care ſhall at any time be greater than you or the Aſſiſtant Surgeon or Surgeons then allowed to you are capable of properly attending, you are to repreſent the ſame to us through the Agent, and to ſtate what additional aſſiſtance you may deem neceſſary. You are to report in like manner any neglect or miſconduct which you may diſcover in any of your Hoſpital Mates; and alſo when it ſhall appear to you that the Service will admit of a reduction in the number employed under you in the Hoſpital.

29.]—No bread is to be uſed for poultices, a mixture of linſeed meal and pollard having been found to anſwer the purpoſe as well.

30.]—Although wine for general uſe is to be medicated as directed by the Diſpenſer's Inſtructions, yet, when you ſhall find it abſolutely neceſſary, you are to preſcribe it pure, and ſend us an account through the Agent, of the particular caſes in which it is adminiſtered, at the end of every week, ſigned by yourſelf and the Diſpenſer. in the form annexed. Appendix, N° 5.

31.]—When you find it neceſſary to preſcribe wine to any Patient, either pure or medicated, the quantity to each perſon is not to exceed half a pint in twenty-four hours, unleſs in particular circumſtances, and for which you are to aſſign your reaſons.

32.—When any medicines are immediately wanted for a Patient, the ticket is to be ſent to the Diſpenſary by a Nurſe, who is to wait till they ſhall be prepared, and at his return, without delay, the medicines are to be adminiſtered.

33.]—The Diſpenſer being directed to give timely notice by a Liſt under his hand, of ſuch medicines, drugs, and neceſſaries as may from time to time be required, you are, with your Aſſiſtant or Aſſiſtants, to examine, adjuſt, and approve the ſame; obſerving, that nothing is to be demanded which can be prepared by the Diſpenſer, in order that all poſſible economy may be practiſed in this branch of His Majeſty's Service. The Liſt is then to be tranſmitted to us through the Agent, that we may give orders for the ſupplies being furniſhed if we ſhall judge it expedient.

34.]—Whenever you may require any articles not ſupplied from the Diſpenſary, you are to repreſent the ſame in writing to the Agent, that he may, on ſeeing the propriety thereof, direct the Steward to ſupply the articles required.

35.]—The receipts and iſſues of medicines and neceſſaries at the Diſpenſary being of ſuch a nature as to preclude the ſuperintendance thereof with advantage by any other than a medical Officer, you are, at ſuch time as will the leaſt interfere with your medical duties, to viſit the Diſpenſary every day, for the purpoſe of examining the Diſpenſer's mode of compounding the medicines, and occaſionally ſee that the preſcriptions are carefully made up, agreeably to the ſtrict rules of pharmacy, and that the whole buſineſs of the Diſpenſary be carried on with the ſtricteſt propriety and economy; and when medicines, drugs, or neceſſaries of any kind are carried to the Diſpenſary for the uſe thereof, you are, in conjunction with the Diſpenſer, carefully to examine the quality and quantity thereof, and to compare the ſame with the invoice or bills of parcels; and ſhould there be no objection to their being received, you are to ſee an Account of them entered in a book to be kept by the Diſpenſer for that purpoſe, and, together with him, to ſign your name in teſtimony of your having inſpected the ſame; and when medicines, drugs, or neceſſaries ſhall upon inſpection be found not to correſpond with the invoice or bills of parcels, or be found of a quality unfit to be received, an Account thereof is to be made out by the Diſpenſer, which is to be ſigned by you and the Diſpenſer, and by the latter preſented to the Agent for his information.

36.]—You are to perform all operations required on ſuch Patients as are entruſted to your care, and a caſe-book or record of all caſes requiring or terminating in important operations, is to be kept by you, and preſerved and delivered to your ſucceſſor, that information may when required be procured therefrom, in which you are to ſtate the beginning, progreſs, and termination of all ſuch caſes and operations, with the mode of treatment you may have thought proper to adopt; and you are to produce the ſaid book to the Inſpector whenever he ſhall viſit the Hoſpital.

37.]—You are to make a daily report in the annexed form, to the Agent, of the Patients under your care, ſpecifying the wards in which they are placed, the number of Nurſes employed therein, the number confined to their beds, the number on recovery, the number in a ſtate to be diſcharged, and the number which may have died ſince the preceding day. Appendix, N° 6.

38.]—The Agent being required to make out and tranſmit, ſo as to arrive at this Office every Monday, an Abſtract of the ſtate of the Hoſpital, you are to ſend weekly to him a ſtatement, ſigned by yourſelf, in the annexed form, ſhewing the different diſeaſes or complaints, and the number of Patients under your care afflicted with each; and in order that we may have the earlieſt intelligence of fever or other epidemic calamity breaking out, or of any unuſual influx of Patients, you are immediately to report the ſame, with all the circumſtances relating thereto, to the Agent for our information, without waiting for the uſual period of making your Report. Appendix, N° 7.

39.]—You are, in conjunction with the other Medical Officers of the Hoſpital, to fill up and tranſmit to us at the expiration of each month, a Return of the ſtate of the Hoſpital, agreeably to the annexed form, for the information of the Inſpector of Hoſpitals, and alſo a duplicate thereof for the information of this Board.

Appendix, N° 8.

40.]—A regular Entry Book is to be kept of the Priſoners, who may from time to time be in the Hoſpital, according to the annexed form, and when it is judged proper to return them to the Priſon, a Diſcharge Ticket, agreeably to the annexed form, is to be given to the Agent.

Appendix, N° 9.
Appendix, N° 10.

41.]—One Nurſe from among the Priſoners is to be allowed for every ten Patients who ſhall require the attendance of a Nurſe; thoſe on recovery, and in certain diſorders, to be judged of by you, not ſtanding in need of that aſſiſtance, you are therefore to regulate and inform the Agent from time to time the number of Nurſes abſolutely wanted, giving him a certificate when any Nurſe is entered or diſcharged.

42.]—When any Priſoner ſhall die, you are to cauſe him to be buried agreeably to the directions you may receive from us from time to time.

43.]—The Diſpenſer is to have the charge of and diſpenſe with the medicines and neceſſaries for the uſe of the Hoſpital. As freſh ſupplies become from time to time neceſſary, he is to make a demand of what is wanting, which is to be delivered to you; and if, after examination, you find it proper and approve the demand, you are to ſign and deliver it to the Agent to forward to us, and you are, jointly with the Diſpenſer, to inſpect the medicines received, and certify the quantity and condition of them.

44.]—To contribute to the recovery and comfort of the ſick, as much will depend on the Nurſes faithfully diſcharging their duty, you are to cauſe the Regulations hereunto annexed to be tranſlated, as the caſe may require, by the interpreter, and hung up in the different wards in the Hoſpital.

Appendix, N° 11.

45.]—Whenever it ſhall appear to you that any improvement may be made in the art of ſurgery or in the ſurgical inſtruments now in uſe, you are without fail to repreſent the ſame to us, that we may cauſe a trial to be made thereof if we ſhould think proper.

46.]—You are at the expiration of every twelve months to tranſmit to us two or three of the moſt intereſting caſes that may have been under your care during that period, giving a full ſtatement of the nature, ſymptoms, treatment, and termination of the diſeaſe or injury. When any Medical Commiſſioner of this Board, or an Inſpector of Hoſpitals, ſhall viſit the Eſtabliſhment to which you belong, you are to report to him any remarkable caſes that may have come under your care ſince the laſt viſitation of any ſuch Commiſſioner or Inſpector, and to ſtate to him in writing every circumſtance which you may think likely to be productive of comfort to the Patients, or advantage to the Service in general.

47.]—Whenever you may require the temporary aſſiſtance of Labourers for any purpoſe relating to your Patients, you are, in order that they may not ſuffer the ſlighteſt inconvenience by delay, authorized to require the immediate aſſiſtance of ſuch Labourers as may be abſolutely neceſſary; but in caſes where delay cannot be productive of injury to the Patients, you are to make application to the Agent for ſuch aſſiſtance; and you are to take care that ſuch Labourers be directed to return to the current duty of the Hoſpital, ſo ſoon as their aſſiſtance can be diſpenſed with, obſerving that they are never to be employed in any private or domeſtic buſineſs whatever.

48.]—You will be paid quarterly after the rate of per annum for ſtationary, and alſo one ſhilling for each affidavit; but you will obſerve that no other allowance whatever can be made to you, excepting what may be expreſsly ſtated in writing under our hands. No rations of proviſions will be allowed to you or to any perſons employed in the Hoſpital.

49.]—It being thought proper that the practice of Vaccine Inoculation ſhould be extended throughout his Majeſty's Navy, you are to adviſe all ſuch Patients as from the nature of their complaints you may conceive to be fit ſubjects for Inoculation, and who are known to have hitherto eſcaped the Small-pox, or who are even doubtful of having had that diſeaſe, to be inoculated with the Vaccine Virus. Should any perſon object to ſuch Inoculation, you are, with a view to overcome their prejudices, to repreſent the harmleſs nature of the operation, and ſubſequent advantages thereof.

50.—In order that your attention may not be diverted from the care of the Patients in the Hoſpital, or who may be at ſick quarters, and of the Officers, their families and ſervants of the Eſtabliſhment, you are ſtrictly forbidden to have any profeſſional practice whatever, except what may be required by your public duty above ſtated, unleſs in caſes of ſudden and accidental emergency.

51.]—You will be furniſhed by the Agent with ſuch printed Forms, Account Books, or Notes, as you may have occaſion to uſe from time to time. You are to take every precaution to prevent any ſuch forms or printed papers being unneceſſarily expended, waſted, or appropriated to any other purpoſe than that for which they are intended, and that when uſed they have all the columns properly and correctly filled up.

52.—You are not to abſent yourſelf from your duty without our previous leave.

53.]—You are not, either directly or indirectly, to have any intereſt whatever in any contract or contracts under this Board, or under any other Naval Department, nor in any proviſions, ſtores, medicines, drugs, or neceſſaries of any kind which may be purchaſed for the ſervice of Government, or in the purchaſe of any ſtores, or other articles or effects, whether belonging to Government or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any means whatever, to be intereſted in or to make any advantage of the inſtruments, medicines, drugs, neceſſaries, proviſions or ſtores ſupplied

plied for the uſe of the Patients and others in the Hoſpital; or to receive, under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity or reward, from any Contractor, Tradeſman, or other perſon having any connection, either as a Principal or an Agent, with the duty or concern of the Hoſpital; nor are you, or any perſon in your behalf, to receive any fee, gratuity or reward whatever, for any private practice in your profeſſion, or for the nomination or appointment of any Hoſpital Mate or perſon of any deſcription to be employed in the Hoſpital. To this effect you are to take an oath, in the form preſcribed, and to give bond in three times the amount of your Salary; and, in caſe of default, you will be diſmiſſed from your ſituation, and declared incapable of ſerving His Majeſty in any civil capacity whatever. You are alſo to make affidavit quarterly in the form annexed.

Appendix, N° 12.
Appendix, N° 13.
Appendix, N° 14.

54.] —Laſtly, the foregoing Inſtructions define your general duty ſo far as is conſidered neceſſary; but as in the concerns of the important ſituation which you fill, circumſtances will occur for which no ſpecific Inſtructions can previouſly be given; you are therefore to obey with the utmoſt attention every order which may be given by the Agent, excepting in caſes that are purely medical, taking care that in like manner all perſons employed under you do ſtrictly perform the duties aſſigned them; that the beſt economy be obſerved on all occaſions, and that every means in your power be adopted to prevent the embezzlement of public property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted. You are alſo to aſſiſt, to the utmoſt of your abilities, in carrying into effect all the regulations which now are or may be hereafter eſtabliſhed by the Agent for maintaining good order on the part of all deſcriptions of people within the walls of the Hoſpital; reporting to him every inſtance of miſconduct or irregularity which you may diſcover in any perſons employed therein, and every difficulty or obſtruction which you may meet with in the performance of any part of your duty, in the execution of which it is expected that you ſet a good example, by ſhewing conſtantly an intereſt for His Majeſty's Service, and exerting yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as you may from time to time in future receive; and in caſes for which no particular directions can be furniſhed, it is incumbent on you to employ all poſſible diligence and attention to expedite and promote the welfare of the public Service to the utmoſt of your power.

APPENDIX

Appendix to the Inſtructions to the Surgeons at the Depôts for Priſoners of War at Home.

TO THE INSTRUCTIONS TO THE SURGEONS AT THE DEPÔTS FOR PRISONERS OF WAR AT HOME.

—N° 1.—

PLEASE to receive the under-mentioned Priſoner into the Hoſpital. the 18

N° on the Agent's General Entry Book.	Priſoners Names.	Quality.	Diſeaſe or Hurt.

To Mr. Surgeon. Agent.

—N° 2.—

FORM of a PRESCRIPTION TICKET.

Number of the Ward.	Time of Entry.	Ship's Name.	Perfon's Name.	Quality.

Date.	Diforder; fhewing the Symptoms at length.	Medicines preferibed.	Diet.	Neceffaries preferibed.																													
				Wine.		Porter.	Sugar.				Rice.		Sago.		Arrow Root.		Cinnamon.		Cloves.		Mace.		Nutmeg.		Cocoa.		Oranges.		Honey.	
				Red.	White.		Lump.		Muſcovado.																							
				Pints	Pints.	Pints.	oz.	dr.	oz.	dr.	oz.	dr.	oz.	dr.	oz.	dr	oz.	dr.													lbs.	oz.

—N° 3.—

Appendix to the Inſtructions to the Surgeons at the Depôts for Priſoners of War at Home.

A SCHEME of Diet for the Hoſpitals for Priſoners of War.

FULL DIET.

A pint of tea in the morning for breakfaſt, and a like quantity in the evening, ſixteen ounces of bread, ſixteen ounces of beef or mutton, one pint of broth, ſixteen ounces of greens or good ſound potatoes, and two quarts of ſmall beer.

HALF DIET.

Tea, morning and evening, as above; ſixteen ounces of bread, eight ounces of beef or mutton, eight ounces of greens or good ſound potatoes, one pint of broth, and three pints of ſmall beer.

LOW DIET.

Tea, morning and evening, as above; eight ounces of bread, two ounces of butter, or in lieu of butter one pint of milk, half a pint of broth, or ſuch an additional quantity thereof as the Phyſicians or Surgeons ſhall judge proper.

One dram and a half of good Souchong tea, ſeven drams of good Muſcovado ſugar, and one-ſixth part of a pint of genuine milk to be allowed to every pint of tea.

The broth to be made by boiling together the meat allowed in the half and full diet, with the addition of twelve drams of good ſound barley, twelve drams of good onions, or one ounce of leeks and three drams of parſley for every pound of meat.

It will be found on trial, that the meat intended for the Patients on full and half diet will make a ſufficient quantity of good broth, ſo as to yield a full pint to them, and half a pint to thoſe on low diet.

In particular caſes of debility, or where the appetite may be capricious, the Phyſicians or Surgeons may be permitted to ſubſtitute for the uſual allowance of beef and mutton to Patients on full and half diet, ſuch quantities of fiſh, fowl, veal or eggs, as they may judge the caſe of each Patient to require, agreeably to their Inſtructions on that ſubject, taking into their conſideration, however, the practicability of providing ſuch articles at the time.

Half an ounce of ſalt to be allowed daily for each Patient in the Hoſpital, and one ounce of vinegar to each Patient on full and half diet.

MEMORANDUM:

The ſeveral drinks allowed to the Patients, ſuch as barley water, which in febrile caſes may be acidulated with lemon juice, toaſt and water, water-gruel, lemon water, vinegar whey, balm and ſage tea, will be iſſued from the Diſpenſary, as the Phyſicians or Surgeons ſhall from time to time preſcribe the ſame.

Appendix to the Inſtructions to the Surgeons at the Depôts for Priſoners of War at Home.

— N° 4. —

DIET BOOK of the Ward for

Day of the Month.	Number of Patients.	DIETS.																		Oatmeal.	Coals.	Candles.
		Full.								Half.								Low.				
		Beef.	Mutton.	Fowl.	Fish.	Veal.	Eggs.	Greens.	Potatoes.	Beef.	Mutton.	Fowl.	Fish.	Veal.	Eggs.	Greens.	Potatoes.	Milk.	Butter.	Broth.	Number who received Cocoa in lieu of Tea.			

WEEKLY ACCOUNT of Wine and Porter prescribed by Surgeon to Prisoners of War at between the and the

Current Number.	Number on the Agent's General Entry Book.	Prisoners Names.	Quality of Disease.	Friday.			Saturday.			Sunday.			Monday.			Tuesday.			Wednesday.			Thursday.		
				Red Wine.	White Wine.	Porter.	Red Wine.	White Wine.	Porter.	Red Wine.	White Wine.	Porter.	Red Wine.	White Wine.	Porter.	Red Wine.	White Wine.	Porter.	Red Wine.	White Wine.	Porter.	Red Wine.	White Wine.	Porter.
				Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.	Pints.

Appendix to the Instructions to the Surgeons at the Depôts for Prisoners of War at Home.

—N° 6.—

Appendix to the Inſtructions to the Surgeons at the Depôts for Priſoners of War at Home.

Priſon Hoſpital at the of 18 } DAILY STATE of the following Wards.

NUMBER								REMARKS.
Of each Ward.	Nurſes employed therein.	Of Patients.	Confined to Bed.	On Recovery.	Cured, and fit to be diſcharged.	Dead.	Run.	
TOTAL -								

—N° 7.—

Prifon Hofpital at the of 18

Sir,

THE following is a Statement of the Number of Patients under my care, received from each Ship, who are afflicted with the under-mentioned Complaints; alfo a Lift of fuch Officers as are attended by me, their refpective Difeafes or Complaints, and my opinion of the probable time when each Officer may be again fit for Service.

Ships Names.	Patients received from each Ship.												A Lift of Officers under my Care.		
	Total Number.	Of whom there are of											Name.	Quality.	When likely to be fit for Service.
		Fever.	Dyfentery.	Conſumption.	&c.	&c.	&c.								

To

Governor.

{ Phyſician or Surgeon.

Appendix to the Inſtructions to the Surgeons at the Depots for Prifoners of War at Home.

— N° 8. —

Priſon Hoſpital at

MEDICAL REPORT

Names of Phyſicians and	Fever.						Dyſentery.						Wounds and Accidents.					
	Number now in Hoſpital.	Received.	Diſcharged cured.	D. D.	Invalided.		Number now in Hoſpital.	Received.	Diſcharged cured.	D. D.	Invalided.		Number now in Hoſpital.	Received.	Diſcharged cured.	D. D.	Invalided.	
					Harbour Duty.	Unſerviceable.					Harbour Duty.	Unſerviceable.					Harbour Duty.	Unſerviceable.

ASSISTANTS AND SERVANTS.

		Servants.	
Names of Aſſiſtant Surgeons.	Names of Aſſiſtant Diſpenſers.	Quality.	Number.

— N° 8. —

or the Month of

Ulcers.						Pulmonic Inflammation.						Other Complaints.					
Hosp tal.	Received.	Discharged cured.	D. D.	Invalided.		Number now in Hospital.	Received.	Discharged cured.	D. D.	Invalided.		Number now in Hospital.	Received.	Discharged cured.	D. D.	Invalided.	
				Harbour Duty.	Unserviceable.					Harbour Duty.	Unserviceable.					Harbour Duty.	Unserviceable.

REMARKS.

Appendix to the Inſtructions to the Surgeons at the Depôts for Priſoners of War at Home.

—N° 9.—

GENERAL ENTRY BOOK of all the Priſoners of War ſent to the Hoſpital at &c.

N° on the Agent's Book.	Current Number.	Priſoners Names and Quality.	Of what Prize.	When received into the Hoſpital.	Quality of the Diſeaſe or Hurt.	D. D. D. or R.	Time when.	Whither.	N° of Days in the Hoſpital.

—N° 10.—

the 180

The under-mentioned Priſoner, being recovered this Day diſcharged from the Hoſpital.

	N° on the Agent's General Entry Book.	Priſoners Names.	Quality.	Diſeaſe or Hurt.

To Mr. Agent. Surgeon.

Appendix to the Inſtructions to the Surgeons at the Depôts for Priſoners of War at Home.

—N° 11.—

REGULATIONS to be obſerved by the Nurſes.

1.—The Nurſes are to take particular care that Patients in a ſtate of convaleſcence are out of bed at eight o'clock every morning in the ſummer months; that they waſh their hands and faces at a table in the ward, and have their hair combed; that they have their breakfaſts; and that the beds be made and the wards ſwept and cleaned before half an hour paſt nine o'clock.

2.—Such Patients as are confined to bed, are to have their hair combed, and their hands and faces waſhed, by the Nurſes every morning.

3.—In fever wards, the Nurſes are to offer drink to the Patients every hour or two, although they may not call for it.

4.—After the meals of the Patients, the wards are to be carefully cleaned from crumbs of bread, or any fragments of proviſions, and great care is to be taken to prevent any moiſture remaining from ſpilling of beer or other drink. No remains of proviſions are to be kept on the head of the cradles, but they are to be removed to a table at the end of the ward, to be covered with a clean cloth, and returned to the men when they require them.

5.—All cloſe-ſtools, bed-pans, or chamber-pots, are to be emptied immediately after they are uſed, and cleaned under the pump. Thoſe in fever and dyſentery wards to be waſhed with hot vinegar.

6.—When it becomes neceſſary to waſh the wards, every means muſt be uſed to have them dried in the ſhorteſt time poſſible, as nothing is more prejudicial to the health of the Patients than being in damp apartments.

7.—If the phials, quart bottles, or gally-pots, are not returned by the Nurſes into the Diſpenſary regularly every morning, the value of the deficiencies will be charged againſt their wages.

8.—Any Nurſe conniving at the introduction of ſtrong beer, wine, or ſpirits into the wards, or not giving immediate information of the ſame, will be inſtantly diſmiſſed.

9.—Nurſes who get drunk, neglect their duty, or do not treat the Patients with care, tenderneſs, and humanity, will be immediately diſcharged, and forfeit what pay may be due to them.

10.—Nurſes guilty of theft or peculation, or who connive thereat and do not give immediate information thereof, will be puniſhed according to the nature and circumſtance of the offence.

11.—Nurſes who neglect any part of the duty required by the above regulations, or are guilty of any of the offences therein ſpecified, will not only be immediately diſmiſſed, but forfeit whatever wages may be due to them.

—N° 12.—

FORM of an Oath to be taken and ſubſcribed by all Officers and Clerks employed at the Depôts for Priſoners of War.

I do ſincerely promiſe and ſwear, That I will be faithful and true allegiance bear to His Majeſty King George the Third; and that I will faithfully, honeſtly and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at the Depôt of Priſoners of War at and will ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall, from time to time, be given to me by the Commiſſioners for conducting the Tranſport Service; for taking care of Sick and Wounded Seamen; and for the care and cuſtody of Priſoners of War, or by any Officer ſuperior to me at the Depôt; and that I will not, either directly or indirectly, take or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of over and beyond the Salary, and ſuch allowances as may, from time to time, be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners, or have, either directly or indirectly, any intereſt or concern in or act as Broker or Agent for any medicines or ſtores furniſhed or provided for the ſaid Depôt or His Majeſty's Navy, or in the purchaſe of any medicines or ſtores which ſhall be ſold by Government, or by the order of Government; and that I will not* demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward,† for the nomination, appointment, entry or advancement, or for interference in the nomination, appointment, entry or advancement, of any Officer, Clerk, Nurſe, Waſherwoman, Labourer or other Perſon appointed or entered in any department of the Depôt at

So help me God.

* In the oath granted by the Medical Men, is to be added here, "at any time or place, for the practice of my profeſſion out of the Depôt."——† And here the word "or."

Appendix to the Inſtructions to the Surgeons at the Depôts for Priſoners of War at Home.

—N° 13.—

FORM of a Bond to be given by all Officers and Clerks employed at the Depôts for Priſoners of War.

KNOW all Men by theſe Preſents, That I at the Depôt for Priſoners of War at am held and firmly bound unto our Sovereign Lord George the Third, by the Grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our ſaid Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made I bind myſelf, *my heirs, executors, and adminiſtrators* firmly by theſe Preſents, ſealed with my ſeal. Dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 18

* In the Bond to be granted by the Agent's and Steward's Clerks only.

The Condition of this Obligation is ſuch, That if the above bounden do and ſhall faithfully, honeſtly and diligently, and to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of of the ſaid Depôt, to which he has been appointed, and ſhall ſtrictly and faithfully comply with all ſuch orders and inſtructions as ſhall, from time to time, be given to him by the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking care of Sick and Wounded Seamen; and for the care and cuſtody of Priſoners of War, or by any Officers ſuperior to him in the ſaid Depôt, and ſhall not, either directly or indirectly, accept, take or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing, under any name, promiſe or pretence, either as a fee, gratuity, perquiſite or reward, for the execution or diſcharge or forbearance of any of the duties of his ſaid office, or conſequent thereupon, or receive any emolument whatever in reſpect of his ſaid office of over and beyond the Salary, and ſuch allowances as may, from time to time, be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners; and ſhall not, either directly or indirectly, be in any ways intereſted or concerned in any proviſions or ſtores, medicines or neceſſaries furniſhed or provided for the ſervice of Government; or in the purchaſe of any articles or effects which ſhall be ſold by Government, or by the order of Government, at the Depôt; nor *demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward, † for the nomination, appointment or entry, or for interference in the nomination, appointment or entry, of any Clerk or Perſon appointed or entered in any department of the Hoſpital, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered, (being firſt duly ſtamped) in the preſence of

* In the Bond to be granted by the Medical Men is to be inſerted here, "at any time or place, for the practice of "his profeſſion out of the Hoſpital."——† And here is to be inſerted the word "or."

—N° 14.—

FORM of Quarterly Affidavit reſpecting Fees, &c.

THESE Deponents employed in the Department for Priſoners of War at voluntarily make oath, That during the quarter commencing the and ending the they have not received, either directly or indirectly, any perquiſite, fee, reward, or gratuity of any kind whatever, from any Contractor, Tradeſman, Priſoner, or Commiſſary for Priſoners, or any Perſon or Perſons having any connexion with them the ſaid Deponents in the diſcharge of their public duty.

A. B.
C. D, &c.

Sworn before me this day of 180 *E. F.*

INSTRUCTIONS

FOR THE DISPENSERS AT THE DEPOTS FOR PRISONERS OF WAR AT HOME.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—The Agent is inveſted with full authority over all Officers and other Perſons, in all matters relating to the general economy, diſcipline, and good order of the Hoſpital. You are therefore to obey his directions in every inſtance, excepting in caſes that are purely medical; and when on any occaſion the ſame ſhall happen to be contradictory to theſe inſtructions, or any other ſtanding regulations which you may be under at the time, you are to inform him thereof in writing, but if notwithſtanding he ſhall deem it proper to perſiſt in the

the order he has given, you are immediately to comply therewith, and repreſent by letter, through him, the circumſtances of the caſe to us.

2.]—In order that the Agent may have complete knowledge of the concerns of the Hoſpital, all orders and letters relative thereto from this Board will be ſent unſealed, under cover to him, and all communications of whatever nature which you may hold with us, are to be delivered unſealed to the Surgeon, that he may forward them, through the Agent, with ſuch remarks as he ſhall judge neceſſary; your periodical Accounts and Reports of every deſcription, are alſo to be laid before the Surgeon, with the neceſſary Receipts and Vouchers, for his examination and approval previouſly to his tranſmitting them through the Agent to us.

3.]—You are to have charge of all the ſtores, medicines, utenſils, and neceſſaries, including ſponge, bandage, ſplints, truſſes, and every other ſurgical implement or material which may be furniſhed for the uſe of Patients in the Hoſpital, excepting ſuch operative ſurgical inſtruments as may be directed to remain in the charge of the reſpective Surgeons; and upon entering upon the duties of your office, you are to make application in writing to the Agent, for a Survey to be taken on the remains of thoſe articles, and you, as well as the Surveying Officers, are to take an account thereof, and the quantities contained in the Report of Survey which is to be forthwith tranſmitted to us, will be conſidered as your firſt charge. You are alſo to receive ſuch further ſupplies of the above deſcription as may be from time to time ſent to the Hoſpital; and you are to be reſponſible for the care and preſervation of the whole; for the economical and faithful expenditure thereof; and for keeping ſuch Accounts of the ſame as are hereinafter particularly directed, agreeably to the ſeveral forms in the Appendix to theſe Inſtructions, or in ſuch other manner or forms as may hereafter be required by us.

4.]—As the Surgeon is directed to ſuperintend the duties of the Diſpenſary, and to inſpect all the articles ſupplied for its uſe, you are to give timely notice when any are brought to the Hoſpital, and, in conjunction with him, carefully to examine the quality and compare the quantity of all ſuch ſtores with the invoices or bills of parcels. Should there be no objection to their being received, you are to enter an Account thereof in a Book to be kept by you in the form annexed; which entries are always to be ſigned by you and the Surgeon, in teſtimony of your having in conjunction inſpected the ſtores; and when medicines or neceſſaries ſhall upon ſuch inſpection be found not to correſpond with the invoice or bills of parcels, or be of a quality unfit to be received, you are to make out an Account thereof, ſtating the deficiency or the cauſe of their unfitneſs, as the caſe may be, which Account is to be ſigned by you and the Surgeon, and tranſmitted to us with your receipts for the ſupplies approved. Appendix, N° 1.

5.—You are to iſſue medicines for the uſe of each Patient agreeably to the preſcription of the Surgeon, which will be contained in a ticket in the annexed form; and with a view to prevent any of them from getting damaged by time or any other cauſe, you are to be careful that the old ſupplies are expended previouſly to your beginning to uſe any of thoſe which may have been recently received. You are alſo to iſſue ſuch ſupplies of ſponge, bandage, ſplints, truſſes, or other implements or materials as he may demand by note under his hand for the uſe of his Patients, and which may not be proper to be included in the Preſcription Tickets, obſerving, however, that without being demanded either by a Preſcription Ticket or Note as above ſpecified, no article whatever is to be iſſued from the Diſpenſary, and whenever the nature of any of the above articles will admit of their being of further uſe, after they ſhall be no longer wanted for the purpoſe for which they were demanded, you are on their being returned to be careful to re-charge yourſelf therewith; you are alſo to be very particular in cauſing all preſcriptions to be made up with the ſtricteſt care, that the various drugs, utenſils, and neceſſaries entruſted to your care be examined at ſhort intervals, in order to prevent any part of them from getting damaged by damp, by vermin, or by any other cauſe; and as the Surgeon is inſtructed to inſpect occaſionally the ſtores and medicines in your charge, you are to give every explanation he may require as to the means which you have uſed for the preſerving them; and you are to lay your Accounts before him whenever he may require it, for the purpoſe of examining how far your expence of medicines, neceſſaries, &c. agrees with his preſcriptions and demands. Appendix, N° 2.

6.]—To prevent the dangerous conſequence of Patients receiving wrong medicines by miſtake, you are to be very careful that the covers of the Preſcription Tickets for each ward have conſtantly the number of the ward marked thereon in large figures, and every medicine baſket a tally fixed thereto, expreſſing the number of the ward to which it belongs; that every Patient's medicine be ſeparately made up, and his name diſtinctly written in words at length thereon, and that the medicines put into each baſket be compared with the Preſcription Tickets by you, and your initials ſhall be ſigned in a column on the inſide of the cover thereof, to ſhew that this eſſential inſpection has taken place.

7.]—You are to take care that the utmoſt economy be obſerved with reſpect to the expenditure of bottles, phials, gally-pots, &c. and that on their being returned from the wards, they be properly waſhed for being again made uſe of, and you are to take all poſſible precaution by adopting the moſt effectual check in your power on the Nurſes, to inſure their returning all articles of the above deſcription which they may carry to the wards ſo ſoon as they ſhall be empty or no longer required for the Patients, and ſhould any of the Nurſes neglect their duty in this reſpect, you are to repreſent the ſame to the Surgeon and the Agent, ſtating the value of ſuch articles as you may have reaſon to believe they have not returned, in order that it may be deducted from their wages, if on inquiry into their conduct, it ſhall be judged proper; you are to direct that all broken bottles and phials of every deſcription be ſaved and delivered to the Agent, to be ſold with other unſerviceable ſtores.

8.]—You are to give timely notice to the Surgeon, by a Liſt under your hand, in alphabetical order, in the form annexed, of the medicines and neceſſaries which ſhall from time to time Appendix, N° 3.

time be wanting, in order that he may examine it, and conſider the neceſſity of all or any part of ſuch ſupply; and on the Liſt being adjuſted to his ſatisfaction, he will ſign the ſame, and deliver it to the Agent, to be forwarded to us: but when from any unforeſeen cauſe there ſhall happen to be a want of any particular articles of medicines or neceſſaries, and the time will not admit of a demand being regularly tranſmitted to us, you are to give a notice thereof in writing to the Surgeon, who will deliver it to the Agent, in order that he may procure ſuch articles on the cheapeſt terms in his power.

9.]—You are to demand from the Agent, by note under your hand, approved by the Surgeon, ſufficient quantities of old linen, in order that you may iſſue the ſame for the uſe of the wards, upon demands made of you for bandages, &c. or apply it to any other purpoſes for which it can be uſed with advantage, obſerving that you are never to iſſue new linen to be uſed on any occaſion where old linen will anſwer the ſame purpoſe.

Appendix, N° 4. 10.]—You are to keep a Book in the form annexed, in which you are daily to inſert from the Preſcription Ticket or Notes before-mentioned, immediately on their being returned into the Diſpenſary, the name of every perſon for whom wine and porter may have been preſcribed, and the quantity ſo preſcribed, which you are every evening to add up in the ſaid Appendix, N° 5. Book, and tranſcribe the total into another Book in the annexed form; in which you are alſo to enter an Account of the daily iſſues of ſugar, ſago, rice, ſpices, and other neceſſaries which may have been preſcribed by the Surgeon, and likewiſe the quantities of calico, linen, lint, flannel, truſſes, demanded by notes, under the hand of the Surgeon. At the end of each quarter you are to caſt up this Account, from which, and your Account of the receipts Appendix, N° 6. of the above articles, you are to make out an Abſtract thereof in the annexed form, and deliver the ſame to the Surgeon, for being examined by him, and tranſmitted to this office.

11.]—You are to enter in a Book, to be kept by you for the purpoſe, all utenſils uſed in the Diſpenſary, as well as ſuch articles as may be furniſhed by the Agent for the uſe of the Diſpenſary, and to keep a particular Account of the expenditure thereof, applying to the Agent, through the Surgeon, as occaſion may require, for a ſurvey to be taken on ſuch as may be conſidered unſerviceable, that in caſe of their being condemned others may be ſupplied in lieu; and you are to deliver all ſuch as may be condemned to the Agent for being ſold with other old ſtores, taking his receipt for the ſame as your voucher for the expenditure thereof, on your Accounts being examined.

12.]—A ſurvey will annually be taken by ſuch Officers as may be appointed for that purpoſe on all the medicines, utenſils, ſtores, and neceſſaries remaining in your charge; and you are to afford thoſe Officers all the aſſiſtance in your power in taking the ſame, and in making Appendix, N° 7. out the report thereof in the form annexed, which, when ſigned by the Surveying Officers, is to be delivered by them to the Agent, for being tranſmitted to us.

13.]—You are at the end of every quarter, or oftener if we require it, to make oath before Appendix, N° 8. a Magiſtrate in the annexed form, that you have not, in the time therein mentioned, diſpenſed, iſſued, or uſed, or ſuffered to be diſpenſed, iſſued or uſed, any medicine, drug or neceſſary with which you have been entruſted, but according to the directions you have received for that purpoſe from the Surgeon, excepting ſuch medicine as you may require for the uſe of your own family and ſervants, which affidavit is to be tranſmitted to this Office.

14.]—You are to aſſiſt the Surgeon in the duty of receiving Patients, and alſo, when the buſineſs of the Diſpenſary will admit of it, in viſiting the phyſical or in dreſſing the ſurgical Patients; and in theſe ſervices you are to attend to the regulations eſtabliſhed by the Surgeon.

15.]—You are to confine the practice of your profeſſion ſtrictly and excluſively to your public duty in the Hoſpital, and you are on no account to viſit, attend, or preſcribe for any Patient in or out of the Hoſpital, except for yourſelf and family, if you ſhould be diſpoſed ſo to do, unleſs in caſes of ſudden or accidental emergency; nor are you to keep, or be in any way concerned in keeping a ſhop for the ſale of medicines, drugs, or other articles; and you are not to employ, on your private buſineſs, any labourer, nurſe, artificer, priſoner, or any other perſon, nor in carrying meſſages which do not relate to the public Service, without our ſpecial authority.

16.]—You are to demand of the Agent, by note under your hand, ſuch printed forms as you may have occaſion to uſe from time to time; and you are to take every precaution that they be not unneceſſarily expended, waſted, or appropriated to any other purpoſe than that for which they are intended, and that when uſed they have all the columns properly and correctly filled up.

17.]—You are not to abſent yourſelf from your duty without our previous leave.

18.]—You are not, either directly or indirectly, to have any intereſt whatever in any contract or contracts under this Board, or under any other Naval Department, nor in any proviſions, ſtores, medicines, drugs, or neceſſaries of any kind which may be purchaſed for the ſervice of Government, or in the purchaſe of any Stores or other articles or effects, whether belonging to Government or to the Patients who may have been in the Hoſpital, which may be ſold by Government; nor are you, by any ways or means whatever, to be intereſted in, or to make any advantage of the medicines, drugs, neceſſaries, or ſtores ſupplied for the uſe of the Patients and others in the Hoſpital; nor are you, or any perſon for you, to demand or receive under any name, promiſe or pretence whatever, any perquiſite, fee, gratuity or reward from any Contractor, Tradeſman, or other Perſon having any connection, either as a Principal or an Agent, with any part of your public duty, or having buſineſs to tranſact either at the Hoſpital or at this Office; nor are you, or any perſon in your behalf, to receive any fee, gratuity or reward whatever, for the nomination or appointment of any Hoſpital Mate, Clerk, or other Perſon, to be employed in any capacity whatever in the Hoſpital. To this Appendix, N° 9. effect you are to take an oath in the preſcribed form, and give bond in three times the Appendix, N° 10. amount of your ſalary, and in caſe of default therein you will be diſmiſſed from your ſituation, and

and declared incapable of ſerving His Majeſty in any civil capacity whatever; you are alſo to make affidavit quarterly in the form annexed. Appendix, N° 11.

19.]—The foregoing Inſtructions define your general duty, ſo far as is conſidered neceſſary, for in the concerns of your office circumſtances muſt occur for which no ſpecific Inſtructions can previouſly be given. You are to take care that the beſt economy be obſerved on all occaſions, and that every means be adopted to prevent the embezzlement of public property, or the ſmalleſt abuſe in any part of the Service with which you are entruſted; and you are to report to the Agent every difficulty or obſtruction which you may meet with in the performance of any part of your duty, in the execution of which it is expected that you ſhew an intereſt for His Majeſty's ſervice, and exert yourſelf to fulfil not only the letter but the ſpirit of theſe Inſtructions, as well as of all ſuch as you may from time to time in future receive from us.

APPENDIX

TO THE INSTRUCTIONS FOR THE DISPENSERS AT THE DEPOTS FOR PRISONERS OF WAR AT HOME.

Appendix to the Inſtructions for the Diſpenſers at the Depôts for Priſoners of War at Home.

—N° 1.—

Depôt for Priſoners at) AN ACCOUNT of the Receipts of Medicines, Drugs and Neceſſaries at the Diſpenſary, for the uſe of the ſaid Depôt.

Time when received.	From whom.	Species of Medicines, Drugs and Neceſſaries.	Quantity.	Signing Column for the Phyſician and Diſpenſer, or Surgeon and Diſpenſer, in teſtimony of their approbation of the Articles by them reſpectively received.

Appendix to the Minutes of Evidence taken before the Committee of the House of Commons, to inquire into the Diſeaſes of Hoſpitals for Priſoners of War, and the Means of Cure.

— N° 2. —

FORM of a PRESCRIPTION TICKET.

Number of the Ward.	Time of Entry.	Ship's Name.	Perſon's Name.	Quality.

| Date. | Diſorder; ſhewing the Symptoms at length. | Medicines preſcribed. | Diet. | Neceſſaries preſcribed. | | | |

Appendix to the Instructions for the Dispensers at the Depôts for Prisoners of War at Home.

—N° 3.—

DEMAND for the Service of the of 18 wanting

ARTICLES.	Last Supply.		Remains in Store.	Present Demand.	Present Price on the Spot if procurable.
	When received.	Quantity.			

—N° 4.—

AN ACCOUNT of the Daily Issue of Wine and Porter.

When Issued.	Number of the Ward.	Patients Names.	Wine.				Porter.	
			Red.		White.			
			Pints.	Half Pints.	Pints.	Half Pints.	Pints.	Half Pints.

— N° 5. —

Appendix to the Inſtructions for the Diſpenſers at the Depôts for Priſoners of War at Home.

Depôt for Priſoners of War at } AN ACCOUNT of Total Quantities of WINE,

	Wine.				Porter.		Sugar.								Rice.		Sago.				Arrow Root.		Cinnamon.		Cloves.	
	Red.		White.				Lump.				Muſcovado.															
	Gallons.	Pints.	Gallons.	Pints.	Gallons.	Pints.	Cwt.	qrs.	lb.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	oz.	dr.	oz.	dr.

— N° 6. —

Depôt for Priſoners of War at } AN ACCOUNT of the Receipts, Iſſues, and Remains of WINE, and 30th of

	Wine.				Porter.		Sugar.								Rice.		Sago.				Arrow Root.		Cinnamon.		Cloves.	
	Red.		White.				Lump.				Muſcovado.															
	Gallons.	Pints.	Gallons.	Pints.	Gallons.	Pints.	Cwt.	qrs.	lbs.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	oz.	dr.	oz.	dr.
Remains on the }																										
Received ſince																										
TOTAL																										
Iſſued and Expended																										
Remains at this date																										

I hereby certify, That I have examined the above Account, and found the expenditure and do therefore

Appendix to the Inſtructions for the Diſpenſers at the Depôts for Priſoners of War at Home.

— N° 5. —

PORTER, and other NECESSARIES, daily iſſued from the Diſpenſary.

Mace.	Nutmeg.	Cocoa.	Oranges.	Honey.	Treacle.	Bees Wax.	Lemon Juice.	Pearl Barley.	Splints.	Sponge.	Calico.	Linen.	Lint.	Flannel.	Truſſes.			Old Linen, &c.
															Right.	Left.	Double.	
oz.	dr.	oz.	dr.	lb.	oz.	N°	Cwt.	qrs.	lb.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	Gallons.	Pints.	lb.	oz.	N°	oz.	lb.	Yards.	Yards.	lb.	Yards.	N°	N°	N°	lb.

— N° 6. —

PORTER, and other NECESSARIES in charge of the Diſpenſer, between the 1ſt of 18 inclulive.

Mace.	Nutmeg.	Cocoa.	Oranges.	Honey.	Treacle.	Bees Wax.	Lemon Juice.	Pearl Barley.	Splints.	Sponge.	Calico.	Linen.	Lint.	Flannel.	Truſſes.			Old Linen, &c.
															Right.	Left.	Double.	
oz.	dr.	oz.	dr.	lb.	oz.	N°	Cwt.	qrs.	lb.	oz.	Cwt.	qrs.	lb.	oz.	lb.	oz.	Gallons.	Pints.	lb.	oz.	N°	lb.	Yards.	Yards.	lb.	Yards.	N°	N°	N°	lb.

of the ſame to correſpond with the ſeveral Vouchers authorizing the iſſue thereof, approve the ſame.

Surgeon.

Appendix to the Inſtructions for the Diſpenſers at the Depôts for Priſoners of War at Home.

—N° 7.—

A REPORT of a Survey taken on the Stores remaining in charge of Agent for Priſoners of War at

Species of Stores	Quantity found on Survey.		Whether the unſerviceable Articles are convertible to other purpoſes, and for what, or only fit to be ſold.
	Serviceable.	Unſerviceable.	

—N° 8.—

THIS Deponent Diſpenſer of Medicines at the Depôt for Priſoners of War at maketh oath and ſaith, That he hath not between the of and diſburſed, uſed, or iſſued any medicines, drugs, neceſſaries, or ſtores of any kind which had been entruſted to his care, except for the uſe of the Patients in the ſaid Depôt, and according to the preſcriptions and directions of the Surgeons thereof, or for the uſe of His Majeſty's ſhips and veſſels; and this Deponent further maketh oath, and ſaith, That he has compounded every article for the ſervice of the Depôt with the ſtricteſt care and frugality, and that the whole of the medicines, drugs, and other ſtores that have been diſpenſed or iſſued by him within the time aforeſaid, have been faithfully expended and iſſued for the ſole uſe and benefit of the public Service, and that he neither has nor has any perſon for him, directly or indirectly, in any manner or ſhape whatever, received, expects to receive, or will receive any advantage or profit from the medicines or ſtores committed to his care.

—N° 9.—

FORM of an Oath to be taken and ſubſcribed by all Officers and Clerks employed at the Depôts for Priſoners of War.

I do ſincerely promiſe and ſwear, That I will be faithful, and true allegiance bear to His Majeſty King George the Third, and that I will faithfully, honeſtly, and diligently, according to the beſt and utmoſt of my ſkill and knowledge, execute and perform the office of to which I am appointed at the Depôt for Priſoners of War at and will ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given to me by the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking care of Sick and Wounded Seamen; and for the care and cuſtody of Priſoners of War, or by any Officer ſuperior to me at the Depôt; and that I will not, either directly or indirectly, take or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money, or other thing, under any name, promiſe, or pretence, either as a fee, gratuity, perquiſite or reward for the execution or diſcharge

or

Appendix to the Inſtructions for the Diſpenſers at the Depôts for Priſoners of War at Home.

or forbearance of any of the duties of my office, or conſequent thereupon, nor receive any emolument whatever in reſpect of my ſaid office of over and beyond the Salary, and ſuch allowances as may from time to time be ſpecially granted to me by the immediate authority of the ſaid Commiſſioners; nor have, either directly or indirectly, any intereſt or concern in, or act as Broker or Agent for any medicines or ſtores furniſhed or provided for the ſaid Depôt, or His Majeſty's Navy, or in the purchaſe of any medicines or ſtores which ſhall be ſold by Government, or by the order of Government; and that I will not * demand, take or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward † for the nomination, appointment entry or advancement, or for interference in the nomination, appointment, entry or advancement, of any Officer, Clerk, Nurſe, Waſherwoman, Labourer, or other Perſon appointed or entered in any Department of the Depôt at

So help me God.

* In the Oath granted by the Medical Men is to be added here "at any time or place for the practice of my profeſſion out of the Hoſpital."—† And here the word "or."

— N° 10. —

FORM of a Bond to be given by all Officers and Clerks employed at the Depôts for Priſoners of War.

KNOW all Men by theſe Preſents, That I at the Depôt for Priſoners of War at am held and firmly bound unto our Sovereign Lord George the Third, by the grace of God of the United Kingdom of Great Britain and Ireland, King, Defender of the Faith, in the ſum of of good and lawful money of Great Britain, to be paid to our ſaid Sovereign Lord the King, His Heirs and Succeſſors, for which payment well and truly to be made, I bind myſelf, *my heirs, executors, and adminiſtrators*, firmly by theſe Preſents ſealed with my ſeal, dated this day of in the year of the reign of our ſaid Lord the King, and in the year of our Lord 18

*In the Bond to be granted by the Agent's and Steward's Clerks only.

The Condition of this Obligation is ſuch, That if the above bounden do and ſhall faithfully, honeſtly, and diligently, and to the beſt and utmoſt of his ſkill and knowledge, execute and perform the office of of the ſaid Depôt to which he has been appointed, and ſhall ſtrictly and faithfully comply with all ſuch inſtructions and orders as ſhall from time to time be given to him by the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking care of Sick and Wounded Seamen; and for the care and cuſtody of Priſoners of War, or by any Officer ſuperior to him at the ſaid Depôt; and ſhall not, either directly or indirectly, accept, take, or receive from any Merchant, Contractor, Tradeſman, Workman, or other Perſon or Perſons whomſoever, any ſum or ſums of money or other thing under any name, promiſe, or pretence, either as a fee, gratuity, perquiſite or reward for the execution or diſcharge or forbearance of any of the duties of the ſaid office, or conſequent thereupon, or receive any emolument whatever in reſpect of his ſaid office of over and beyond the Salary, and ſuch allowances as may, from time to time, be ſpecially granted to him by the immediate authority of the ſaid Commiſſioners; and ſhall not, either directly or indirectly, be in any ways intereſted or concerned in any proviſions or ſtores, medicines or neceſſaries furniſhed or provided for the ſervice of Government, or in the purchaſe of any articles or effects which ſhall be ſold by Government, or by the order of Government, at the Hoſpital, nor * demand, take, or receive, either directly or indirectly, any fee, gratuity, perquiſite or reward † for the nomination, appointment, or entry, or for interference in the nomination, appointment, or entry of any Clerk or Perſon appointed or entered in any department of the Depôt, then this obligation to be void and of no effect, otherwiſe to be and remain in full force and virtue.

Signed, ſealed and delivered, (being firſt duly ſtamped) in the preſence of

* In the Bond to be granted by the Medical Men is to be inſerted here "at any time or place for the practice of his profeſſion out of the Hoſpital."—† And here is to be inſerted the word "or."

— N° 11. —

FORM of Quarterly Affidavit reſpecting Fees, &c.

THESE Deponents employed in the Department for Priſoners of War at voluntarily make oath, That during the quarter commencing the and ending the they have not received, either directly or indirectly, any perquiſite, fee, reward or gratuity of any kind whatever, from any Contractor, Tradeſman, Priſoner, or Commiſſary for Priſoners, or any Perſon or Perſons having any connection with them the ſaid Deponents, in the diſcharge of their public duty.

Sworn before me this day of 180

A. B.
C. D.
E. F. &c.

INSTRUCTIONS

TO THE SURGEONS FOR PRISONERS OF WAR ON PAROLE AT HOME.

BY the Commiſſioners for conducting His Majeſty's Tranſport Service; for taking Care of Sick and Wounded Seamen; and for the Care and Cuſtody of Priſoners of War.

1.]—It being intended that ſuch Priſoners of War reſiding on parole, as may be ſick or hurt, ſhall have all proper aſſiſtance, you are to viſit at their lodgings ſuch as cannot with ſafety to their health come to your ſhop, for whoſe cures the following allowances will be made to you; viz. for ſuch as ſhall have diſorders of conſequence ſix ſhillings and eight pence, whatever the number of days under cure may be; but as in ſome caſes the cures of the reſpective Priſoners may require a conſiderable number of days, this allowance will be extended to ſlighter caſes, when the Priſoner ſhall have been upwards of five days under cure, and three ſhillings and four pence will be allowed when five days, or a ſhorter time, under cure.

Appendix, N° 1.

2.]—If any Priſoner ſhould be ſo ill as in your judgment to ſtand in real need of nurſing, the Agent, upon this being certified by you in the form annexed, is directed to pay to ſuch Priſoner one ſhilling and ſixpence a day if a commiſſioned Officer, and to others nine pence a day, over and above the allowance to a Priſoner of ſimilar rank in health, with ſixpence a day in addition for the firſt twelve days to ſuch as may have the ſmall-pox; and as the greateſt precaution is neceſſary to prevent impoſition on the part of the Priſoners, it is expected you will be very circumſpect to defeat attempts to get additional ſubſiſtence under circumſtances which do not entitle them to it, that is, if the party do not really require and actually have the attendance of a Nurſe; and you will obſerve that you are enjoined upon oath not to give certificates, entitling them to ſuch ſubſiſtence, but in the caſe above-mentioned. A certificate, according to the ſubjoined form, is alſo to be delivered by you to the Agent, whenever the Priſoner ſhall ceaſe to require ſuch ſubſiſtence.

Appendix, N° 2.

Appendix, N° 3.

3.]—A Liſt of the Priſoners under your care is to be kept in the annexed form, to be tranſmitted hither monthly, ſhewing their diſorders, and how long attended; and you will obſerve, that when a Priſoner ſhall continue under your care from one month to another, you are to bring forward his original entry, and not to inſert any charge for cure until the day when your attendance on him ſhall be diſcontinued. You will be allowed one ſhilling for each affidavit, which is to accompany your Monthly Account.

4.]—All your correſpondence with this department is to paſs through the hands of our Agent, and your Account of cures is to be delivered to him at the end of each month, in order that he may tranſmit the ſame to this office regularly with his Monthly Accounts.

Appendix, N°s 4 & 5.

5.]—A general Liſt, with an affidavit in the forms annexed, is to be given to the Agent at the end of each month, to ſerve as a voucher to his charges of extraordinary ſubſiſtence on account of ſickneſs.

Given under our Hands at the Tranſport Office,
this day of

To
Mr.
Surgeon for Priſoners of War
on parole at

By Command of the Commiſſioners.

APPENDIX

TO THE INSTRUCTIONS TO THE SURGEONS FOR PRISONERS OF WAR ON PAROLE AT HOME.

Appendix to the Inſtructions to the Surgeons for Priſoners of War on Parole at Home.

— N° 1. —

the day of 180

THIS is to certify, That a Priſoner of War on parole at
is in a ſtate of health ſo bad as to ſtand in abſolute need of nurſing, and that he has been ſo ſince
the inclusive.

Surgeon to Parole Priſoners at

— N° 2. —

the day of 180

THIS is to certify, That a Priſoner of War on parole at
has ceaſed to be in a ſtate of health ſo bad as to require nurſing, and that he has not ſtood in need
of the aſſiſtance of a Nurſe ſince the inclusive.

Surgeon to Parole Priſoners at

—N° 3.—

Appendix to the Inſtructions to the Surgeons for Priſoners of War on Parole at Home.

ACCOUNT of Priſoners of War on Parole at Sick or Hurt in the Month of

Current Number.	Number on the Agent's General Entry Book.	Priſoners Names.	Quality.	Time when firſt attended.	Diſeaſe or Hurt to be particularly deſcribed.	Time when the Attendance was diſcontinued.	Charge of Cure.	Number of Days ſick.	Number of Days ſo ill as to require nurſing.

—N° 4.—

LIST of Priſoners of War on parole at who have been paid additional Subſiſtence on account of Sickneſs, in the month of by direction of the Surgeon.

Number on the Agent's General Entry Book.	Priſoners Names.	Quality.	Time when the additional Subſiſtence		Number of Days.
			Commenced.	Ceaſed.	

Appendix to the Inſtructions to the Surgeons for Priſoners of War on Parole at Home.

—N° 5.—

THIS Deponent Surgeon to the Priſoners of War at doth voluntarily make oath, That the Priſoners mentioned in the above Liſt, during the times reſpectively ſet againſt their names, were, according to the beſt of his judgment, in ſuch a ſtate as actually to require the attendance of a Nurſe, and to be juſtly entitled, according to his Inſtructions, to the additional allowance made to ſick Priſoners of War.

Sworn before me at
the day of

(Signed) BARHAM. (L.S.)
JOHN FORDYCE. (L.S.)
ROGER CURTIS. (L.S.)
W^m DOMET. (L.S.)
AMBROSE SERLE. (L.S.)

Office of Naval Reviſion,
22d December 1807.

(A Copy.)

John T. Briggs,
Secretary.